

Creighton University searches for the most qualified candidate for every open position. Employment, training, advancement and pay will be administered without regard to race, gender, national origin, religion, age or disability.

Please complete this form carefully (**please print**) and sign where indicated.

Name	Phone	Alternate Number (Cellular) and Email		
Present Address	City	State	Zip	
Former UB employee <input type="checkbox"/> No <input type="checkbox"/> Yes	Dates of Employment	Department	Supervisor	Reason for leaving
Relatives working at CU <input type="checkbox"/> No <input type="checkbox"/> Yes	Name	Relationship		
Position(s) applying for:		<input type="checkbox"/> Academic Tutor		

SKILLS

Please check the math subjects in which you are competent:

- | | | |
|--|--|-------------------------------------|
| <input type="checkbox"/> Pre-Algebra/Algebra | <input type="checkbox"/> Trigonometry | <input type="checkbox"/> Accounting |
| <input type="checkbox"/> Geometry | <input type="checkbox"/> Statistics | |
| <input type="checkbox"/> Pre-Calculus | <input type="checkbox"/> Other(s): _____ | |

Please check the academic subjects in which you are competent:

- | | | |
|--|--|--|
| <input type="checkbox"/> English | <input type="checkbox"/> Chemistry | <input type="checkbox"/> Foreign Language <u>LEVEL</u> |
| <input type="checkbox"/> Writing/Research | <input type="checkbox"/> Physics | __ Spanish (__ Basic __ Interm. __ Adv.) |
| <input type="checkbox"/> Biology/Earth Science | <input type="checkbox"/> Other(s): _____ | __ French (__ Basic __ Interm. __ Adv.) |
| | | __ German (__ Basic __ Interm. __ Adv.) |

EDUCATION

High School:	Graduated <input type="checkbox"/> Yes <input type="checkbox"/> No	GED <input type="checkbox"/> Yes <input type="checkbox"/> No
College:	Year Completed: 1 2 3 4	Degree Received: Major:
Graduate School:	Degree Received:	Major:
Other Education (Vocational, Military, etc.):		

EMPLOYMENT HISTORY

May we contact your current employer? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Company Name	Telephone () -
Address	Employed From: To:
Name of Supervisor	Pay Rate
Job Title & Nature of Work	Reason for leaving

Company Name	Telephone () -
Address	Employed From: To:
Name of Supervisor	Pay Rate
Job Title & Nature of Work	Reason for leaving

If not a citizen, what type of VISA do you hold? _____
 Military Service No Yes If yes, From: _____ To: _____ Status: _____

Have you been convicted of a felony or have you been imprisoned for the conviction of a crime within the last seven years?
 No Yes If yes, date of conviction: _____
 Describe circumstances: _____
 The existence of a record of conviction for criminal offenses is not considered an automatic bar to employment.

Please indicate the hours you ***will be*** available to work. Tutoring takes place Monday through Thursday from 3:00-6:00 PM. You must be available during these times at least two times per week.

	3:00	3:30	4:00	4:30	5:00	5:30	6:00
Mon							
Tues							
Wed							
Thurs							

1) Please attach a brief statement about yourself and why you want to work with the Upward Bound Programs and 2) provide a photocopy of your transcript showing a minimum 2.75 GPA.

I certify that all information given in this application is complete and is correct to the best of my knowledge. I authorize investigation, by employees or agents of Creighton University, of all statements contained in my application for employment. I understand that any misrepresentation or omission of facts may result in rescinding of an offer of employment or result in termination of my continued employment.

I agree to conform to and be bound by the rules, regulations, policies, procedures of Creighton University, and those contained in the Staff Handbook, if employed. I understand that, if employed by the University, my employment may be terminated by the University at any time, with or without cause. I acknowledge that no representations to the contrary have been made to me, and I agree that only the University President, by a written signed agreement, shall have the authority to bind the University to any contrary agreement.

Signature

Date