

THE UNIVERSITY OF ARIZONA FOUNDATION

1111 N. Cherry Avenue

Tucson, AZ 85721

Human Resources Office: (520) 621-8823 (phone) / (520) 621-2975 (fax)

An Equal Opportunity Employer & An At-Will Employer

APPLICATION FOR EMPLOYMENT

Please read this application carefully and answer all questions accurately and completely. Print "N/A" in any space that does not apply to you, and do not write "see resume" in response to any of the questions on this form. Incomplete applications will not be considered.

GENERAL INFORMATION

Position desired	Desired rate of pay	Today's Date
Last name	First	Middle Initial
		Social Security Number
Current Address	City	State
	Zip Code	Telephone Number
Can you, after employment, submit verification of your legal right to work in the U.S.?		Date available for employment
Have you ever applied to the University of Arizona Foundation before? When?		Are you at least 18 years of age?
Have you ever been convicted of a felony, or have you ever been convicted of a misdemeanor where you were required to serve any time in jail or prison or where you were placed on probation? If yes, explain in writing and attach a separate sheet of paper to this application indicating what the conviction was for and where and when the conviction occurred. Conviction will not necessarily disqualify you from employment and all underlying facts and circumstances available to the Foundation will be fully considered.		
After reviewing the job description, are you able to perform the essential functions of the position with or without reasonable accomodation?		

EDUCATION

Level	School Name and Address	Course of study	No. years attended	Did you graduate?	Type of degree or certification
High School					
Vo-Tech, Business, or Trade School					
College or University					
Graduate School					

TRAINING/SKILLS

Please list any special training or skills that you believe will qualify you for the job for which you are applying (foreign languages, computer software, typing speed, office machine operations, etc.)

EMPLOYMENT HISTORY

Begin with your present or most recent employer. Include an explanation of breaks in employment.

Employer	Dates of Employment (from/to)
Address City State Zip Code	Telephone Number (include area code)
Position Held	Salary per
Supervisor's Name and Title	Hours per week
Reason for Leaving	No. of employees you supervised
Brief Description of Job Duties	May we contact this employer?

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REFERENCES

List three references who are familiar with your work-related ability and background. Do not use relatives or friends.

Name	Years Known	Relationship or Title
Address City	State Zip Code	Telephone Number (include area code)

Name	Years Known	Relationship or Title
Address City	State Zip Code	Telephone Number (include area code)

Name	Years Known	Relationship or Title
Address City	State Zip Code	Telephone Number (include area code)

APPLICANT AGREEMENT

I voluntarily give the University of Arizona Foundation the right to investigate all statements made on this application and agree to cooperate in such an investigation. I release all parties from all liability that may result from furnishing such information to the Foundation. In addition, I understand that additional background checks may be performed; including; but not limited to, criminal, DMV driving history, credit.

I certify that the information contained herein is true and complete to the best of my knowledge. I understand that any material misrepresentation or omission on this application may be grounds for rejection of my application or termination of any subsequent employment with the Foundation.

I understand that the University of Arizona Foundation is an at-will employer. This means that if I am hired, either the Foundation or I may terminate my employment at any time, with or without cause.

Signature of Applicant

Date

Name (print)