


<b>GEORGETOWN UNIVERSITY</b> University Human Resources 37th & O Streets, NW Washington, DC 20057-1021 <hr/> <b>EMPLOYMENT APPLICATION</b>	 1789	Georgetown University is an Equal Opportunity Employer. You will receive consideration for employment without regard to race, age, color, religion, sex, national origin, disability, or other category protected by law.
		Today's Date: _____ Date Available for Work: _____
Position Number: _____	Position Title: _____	
How did you learn of this position opening?		
Are you available to work: Full-time    Part-time    Temporary		Hours/Days available: _____
Why are you interested in the position to which you are applying?		

**Personal Data**

Name (Last, First, M.I.): _____			
Current Address (Number, Street, City, State, Zip): _____			
Permanent Address (If different): _____			
Home Phone: _____	Work Phone: _____	Other Phone: _____	E-mail: _____
Are you legally authorized to work in the U.S.? No    Yes			
Have you ever been convicted for a violation of a law other than minor traffic fines? No    Yes    Explain: _____			
Have you ever been employed at GU? No    Yes    If Yes, when? From: _____ To: _____ List Departments: _____			
List relatives who work for GU (Name and Department): _____			

**Educational History**

Type of School	School Name and Address	Circle Last Year Completed	Major	Did You Graduate?	Degree or Certificate
High School		<b>1 2 3 4</b>			
College or Technical School		<b>1 2 3 4</b>			
Graduate or Other School		<b>1 2 3 4</b>			

**List appropriate job related skills for the position to which you are applying**

Hardware: PC-Windows    Macintosh    Mainframe    List: Software: WordPerfect    MSWord    Excel    Lotus    Quattro Pro    Access    PowerPoint    PageMaker Other Job Related Skills (specify): _____

**List appropriate job related licenses or certificates**

Type: _____	Exp. Date: _____
Membership in Professional Organization(s): _____	

**Employment History** -List in chronological order, current or last employer first. You must complete all information.

1. Employer Name:		Type of Business:	
Address:		Supervisor:	Phone:
Job Title:		Dept/Area:	Hours/Week:
Start Date:	End Date:	Salary Start:	Salary End:
Reason for Leaving:			
Duties:			
May we contact this employer? Yes No Please Call Me First Not Employed			
2. Employer Name:		Type of Business:	
Address:		Supervisor:	Phone:
Job Title:		Dept/Area:	Hours/Week:
Start Date:	End Date:	Salary Start:	Salary End:
Reason for Leaving:			
Duties:			
May we contact this employer? Yes No Please Call Me First Not Employed			
3. Employer Name:		Type of Business:	
Address:		Supervisor:	Phone:
Job Title:		Dept/Area:	Hours/Week:
Start Date:	End Date:	Salary Start:	Salary End:
Reason for Leaving:			
Duties:			
May we contact this employer? Yes No Please Call Me First Not Employed			
4. Employer Name:		Type of Business:	
Address:		Supervisor:	Phone:
Job Title:		Dept/Area:	Hours/Week:
Start Date:	End Date:	Salary Start:	Salary End:
Reason for Leaving:			
Duties:			
May we contact this employer? Yes No Please Call Me First Not Employed			

**Agreement**

All material received through the application process becomes the property of Georgetown University and will not be returned. I understand and agree that any relevant and material misrepresentation made on this application (including resume) will justify immediate dismissal if hired. I hereby authorize Georgetown University to contact any educational institution, former employer, law enforcement agency, or reference concerning information included on this application. I hereby release providers of information from all liability in responding to inquiries about me. I understand that this application is not a contract for employment. I agree that upon separation, I will return to the University property issued and/or owned by the University, or will allow the value of same to be deducted from my wages.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date