

Office of Human Resources | Box 1040 | Edwardsville, IL 62026 | Phone: 618.650.2190 | Fax: 618.650.2696

Please complete this application for all types of employment at SIUE.

Southern Illinois University Edwardsville is **An Equal Opportunity/Affirmative Action Employer.**

The following applies to Civil Service positions only:

- All positions under the State Universities Civil Service System of Illinois will be filled in accordance with its regulations. All Human Resource processes shall be conducted without regard to race, creed, color, national origin, sex, age, handicap, marital status or other criteria prohibited by law.
- If you are a veteran, you may be eligible to receive veteran points on Civil Service exams. It is your responsibility to provide a copy of your discharge papers (DD214).

Please answer each question completely, accurately and honestly. The information contained herein will be considered confidential and is, together with all attachment papers, references, etc., the property of the University.

### General Information

Name: \_\_\_\_\_  
(Title) (First) (Middle) (Last) (Suffix)

Street Address: \_\_\_\_\_  
(Address 1) (Address 2) (City) (State) (Zip Code)

Primary Phone Number: \_\_\_\_\_ Work Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Alternate Email Address: \_\_\_\_\_

Are you a current SIUE employee? \_\_\_\_\_ Are you a former SIUE employee? \_\_\_\_\_

Are you a current SIUE student? \_\_\_\_\_ Are you a former SIUE student? \_\_\_\_\_

Have you previously applied for a position with SIUE? \_\_\_\_\_

If yes to any of the above, what is your Banner ID number: \_\_\_\_\_

What type of employment do you desire? Select as many as apply:

Full-Time      Part-Time      Permanent      Temporary

Please check at which campus you will accept work. Select as many as apply:

Edwardsville Campus      E. St Louis Campus & Centers      Alton Campus

Are you a U.S. veteran? \_\_\_\_\_ If yes, What type of discharge: \_\_\_\_\_

Dates of Service : From: \_\_\_\_\_ To: \_\_\_\_\_

## **Educational History (Starting With Most Recent)**

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FOR AN ADMINISTRATIVE PROFESSIONAL POSITION, AN OFFICIAL DEGREE-BEARING TRANSCRIPT OF YOUR HIGHEST ACCREDITED DEGREE MAY BE REQUIRED FOR EMPLOYMENT. IF SO, IT MUST BE SENT DIRECTLY TO SIUE FROM THE INSTITUTION WHICH GRANTED YOU THE DEGREE.

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**School Type:** \_\_\_\_\_ **School Name:** \_\_\_\_\_

**School Address:** \_\_\_\_\_  
(Street and Number) (City) (State) (Zip Code)

**Attendance Start Date:** \_\_\_\_\_ **Attendance End Date:** \_\_\_\_\_ **Credit Hours Earned:** \_\_\_\_\_

**Did you graduate?** \_\_\_\_\_ **Degree Type:** \_\_\_\_\_ **Degree Name:** \_\_\_\_\_

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**Did you graduate?** \_\_\_\_\_ **Degree Type:** \_\_\_\_\_ **Degree Name:** \_\_\_\_\_

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**Did you graduate?** \_\_\_\_\_ **Degree Type:** \_\_\_\_\_ **Degree Name:** \_\_\_\_\_

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**Employment History (Starting With Most Recent)**

PLEASE LIST YOUR EMPLOYMENT HISTORY, INCLUDING MILITARY SERVICE. BEGIN WITH YOUR PRESENT OR MOST RECENT JOB. ALSO LIST PERIODS OF UNEMPLOYMENT OF TWO OR MORE MONTHS. RELEVANT VOLUNTEER EXPERIENCE SHOULD BE INCLUDED. USE ADDITIONAL SHEET(S) IF NECESSARY.

Is this your current employer? \_\_\_\_\_ Organization Name: \_\_\_\_\_

Work Address: \_\_\_\_\_  
 \_\_\_\_\_ (Street and Number) \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip Code)

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Time Worked Years/Months: \_\_\_\_\_

Full-Time/Part-Time? \_\_\_\_\_ Hours worked per week: \_\_\_\_\_

Job Title: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Supervised Staff: \_\_\_\_\_ Number Supervised: \_\_\_\_\_

Supervisor Phone Number: \_\_\_\_\_ Supervisor Title: \_\_\_\_\_

Duties: \_\_\_\_\_ May we contact this Employer? \_\_\_\_\_

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## Licensure/Certification/Issuance

LIST THE FIELD(S) OF WORK FOR WHICH YOU ARE LICENSED, REGISTERED OR CERTIFIED, GIVING DATE(S) AND SOURCE(S) OF ISSUANCE:

### Office Technology Skills:

- 1) List office equipment you are proficient with- \_\_\_\_\_
- 2) List office-related skills you possess - \_\_\_\_\_
- 3) List software applications you are proficient in - \_\_\_\_\_
- 4) List computer languages you have programmed in - \_\_\_\_\_

### Current Memberships in Professional & Civic Organizations:

(Please include or attach a separate list if necessary.) \_\_\_\_\_

### Publications & Papers Read at Professional Meetings:

(Please attach a separate list.) \_\_\_\_\_

### Professional Licensure/Certification:

(Please attach legible copies of all current professional licenses.) \_\_\_\_\_

## PRE-EMPLOYMENT STATEMENT

The statements that I have made in this application, including all other materials submitted for consideration, are true and complete to the best of my knowledge, and I understand that any alteration or concealment of a material fact will result in my disqualification before appointment or dismissal after appointment. I, authorize investigation of all statements contained in this application for employment as may be necessary in the judgment of SIUE in arriving at an employment decision. This includes authorizing SIUE to investigate all references and to secure additional information about me if related to this employment application. I further authorize SIUE to contact law enforcement agencies with regard to criminal records information and consumer reporting agencies with regard to credit and character information. I understand that such inquiries may be made during the processing of my application for employment. Further, I release from liability the Board of Trustees of Southern Illinois University governing Southern Illinois University Edwardsville, and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

By submitting this application electronically without my signature, I acknowledge that Southern Illinois University Edwardsville did not inquire about and I did not provide any information regarding conviction/arrest records that have been sealed or expunged.

I also affirm that I have not withheld any information asked for and that the statements made in this application are true and correct.

Any misrepresentation or falsification, intentional or unintentional, of information on this application may result in non-hire or termination.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

The SIUE Annual Security and Fire Safety Report is available online at <http://www.siu.edu/securityreport>. The report contains campus safety and security information, crime statistics, fire safety policies, and fire statistics for the previous three calendar years. This report is published in compliance with Federal law, titled the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" and the Higher Education Opportunity Act also known as the "Campus Fire Safety Right to Know." For those without computer access, a paper copy of the report may still be obtained, with a 24-hour notice, from the Office of the Vice Chancellor for Administration, Rendleman Hall, Room 2228, 618-650-2536.