



FOR HUMAN RESOURCES USE ONLY	
MQ's _____	Yes ___ No ___
Comments: _____	

Rate: _____	
Date: _____	

EMPLOYMENT APPLICATION

DELAWARE STATE UNIVERSITY
 1200 N. DuPont Highway
 Dover, Delaware 19901-2277
 AN EEO EMPLOYER

PERSONAL DATA

Please Type or Print Clearly

Name: _____ Social Security No. _____
 (Last) (First) (MI)

Address: _____

Telephone: _____ Work: _____ May we call you at work? Yes ___ No ___

In case of emergency, notify: _____
 (Name) (Phone)

Have you ever been convicted of a Felony? _____ Offense date and location: _____

List names of relatives employed by the University: 1) _____ 2) _____

POSITION DESIRED

YOU MUST COMPLETE A SEPARATE APPLICATION FOR EACH POSITION APPLIED FOR

Wages or Salary desired: \$ _____ per Hr. Wk. Mo. Employment location applied for: _____ New Castle _____ Kent County _____ Sussex

Check the type of employment: Permanent ___ Part-Time ___ Temporary ___ Date Available: _____

Available for night shift? Yes ___ No ___ or Weekend Work? Yes ___ No ___

Have you applied for a position within the last 6 months? Yes ___ No ___

Have you ever been employed by the State of Delaware? Yes ___ No ___ If yes, when: _____ Department: _____

SPECIAL SKILLS

List any equipment with which you are proficient and other skills which you possess that are related to the position for which you are applying.

For example, skills with machines, bi-lingual, or sign language: _____

Indicate State of Delaware proficiency (cies), if required: (Must be attached) Typing _____ wpm Shorthand _____ wpm

List current licenses or certificates, if required: _____ Driver License Number: _____ Type: _____

EMPLOYMENT EXPERIENCE (CON'T.)

Name of Employer: _____ Address: _____

Supervisor: _____ Phone Number _____ Full-Time: _____ Part-Time: _____ Hrs. per week _____

Employed (month & year) From: _____ To: _____ Annual Pay Rate: Start _____ Finish _____ Job Title _____

Reason for Leaving: _____

Duties: _____

Name of Employer: _____ Address: _____

Supervisor: _____ Phone Number _____ Full-Time: _____ Part-Time: _____ Hrs. per week _____

Employed (month & year) From: _____ To: _____ Annual Pay Rate: Start _____ Finish _____ Job Title _____

Reason for Leaving: _____

Duties: _____

Name of Employer: _____ Address: _____

Supervisor: _____ Phone Number _____ Full-Time: _____ Part-Time: _____ Hrs. per week _____

Employed (month & year) From: _____ To: _____ Annual Pay Rate: Start _____ Finish _____ Job Title _____

Reason for Leaving: _____

Duties: _____

I hereby certify that the answers given by me to the foregoing questions and the statements made by me are full and true to the best of my knowledge and belief. I understand that any false information, omissions or misrepresentation of facts called for in this application may be cause for rejection of my application or discharge at any time during my employment. Except as indicated above, I authorize any of my employers, associations or references to give the Director of Human Resources any information concerning my employment record or character. I understand that if I am hired by Delaware State University, Delaware State University shall require verification of identity and eligibility for employment in the United States.

(Signature)

(Date)

Delaware State University is committed to assisting all members of the DSU community in providing for their own safety and security. Information regarding campus security and personal safety including topics such as, crime prevention, university police law enforcement authority, crime reporting policies, crime statistics for the most recent three-year period, and disciplinary procedure is available on the DSU website at <http://www.desu.edu/docs/year/police/2006CleryWeb.pdf>. If you would like a booklet containing this information, you can contact a representative of the DSU Department of Public Safety at 1200 N. DuPont Highway, Public Safety Bldg., Dover, Delaware 19901 or (302) 857-6290.

Delaware State University does not discriminate on the basis of race, color, national origin, sex, age or handicap in the administration of any of its educational programs and activities or with respect to admission and employment. Inquiries may be directed to the section 504 coordinator of the Title IX coordinator, Office of the President, located in the Administration Building 4th floor. 857-6001

DELAWARE STATE UNIVERSITY AFFIRMATIVE ACTION PROGRAM

It is the policy of Delaware State University to assure equal and fair treatment in all aspects of employment for minorities; women, Vietnam era veterans and disabled veterans, people with physical or mental disabilities and persons above the age of forty. All applicants, therefore, are requested to voluntarily provide the following information that is needed to document and assess the effectiveness of Delaware State University's Affirmative Action Program. This information will be detached and kept separately from your application and will not be used as a basis for employment decisions.

Position applied for: _____

How did you find out about this position? _____

Social Security Number: _____ Date of Birth: _____

Sex: Male _____ Female _____

Race/Ethnicity: White _____ Black _____ Pacific Islander _____ American Indian _____ Alaskan Native _____ Asian _____ Hispanic _____

Do you have physical or mental disabilities that would prohibit you from performing the duties of the job for which you applied?

Yes _____ No _____ Uncertain* _____

Explain nature of disability and extent of limitations: _____

*If uncertain, please explain: _____

If you need special accommodations to perform the duties for the position applied for, please identify: _____

NOTE: A person with a disability is one who has a verifiable physical or mental impairment which substantially limits one or more major life activities, or has a record of such impairment, or is regarded as having such impairment. Major life activities means functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working. The University will make reasonable accommodations for qualified individuals with a disability.

Questions should be directed to the Affirmative Action Coordinator of Delaware State University