

THE GEORGE  
 WASHINGTON  
 UNIVERSITY

WASHINGTON DC

**DEPARTMENT OF HUMAN RESOURCE SERVICES**

**EMPLOYMENT APPLICATION**

The George Washington University does not unlawfully discriminate against any person on the basis of race, religion, sex, national origin, age, disability, veteran status, or sexual orientation. This policy covers all programs, services, policies, and procedures of the University, including admission to education programs and employment. The University is subject to the District of Columbia Human Rights Act. Inquires concerning the application of this policy and federal laws and regulations concerning discrimination in education or employment programs and activities may be addressed to the Associate Vice President for Human Resources, The George Washington University, Washington, D.C. 20052, (202) 994-4433, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or to the Director of the U.S. Equal Employment Opportunity Commission/Washington Field Office. To request disability accommodations, students should contact the Office of Disability Support Services, (202) 994-8250 (TDD/voice), and employees should contact the Office of Equal Employment Activities, (202) 994-9656 (voice) or 9650 (TDD).

**Please -**

- Complete all items, even though the information is included on your resume or other documents. Enter dates in "mm/dd/yyyy" format.
- Be sure you have signed your application.
- Specify the exact position title, and corresponding requisition number, in which you are interested.
- Submit your application directly to the Staffing and Compensation Services (SCS) Division. SCS logs in receipt of the application for applicant tracking purposes and forwards the application to the hiring department for screening. If optional demographic data is submitted with the application via the Administrative and Staff Positions Applicant Data Form for Initial Application, this form will not be forwarded to the hiring department.

**PERSONAL DATA OF JOB SEEKER**

<b>Name:</b>				<input type="checkbox"/> Ms.
				<input type="checkbox"/> Mr.
(Last)	(First)	(Middle)		
<b>Social Security #:</b>				
<b>Home Address:</b>				
(Street)	(City)	(State)	(Zip)	
<b>Telephone #</b>	Home:	Work:		
		(Or Other #)		
<b>E-Mail Address:</b>				

**STAFFING AND COMPENSATION SERVICES DIVISION**

2033 K STREET N.W., SUITE 220

WASHINGTON, D.C. 20052

(202) 994-9600

WWW.GWU.EDU/~HRS

GWUJOBS@GWU.EDU

**ALL PERSONS HIRED MUST PRESENT DOCUMENTATION DEMONSTRATING EMPLOYMENT ELIGIBILITY VERIFICATION**

An Equal Opportunity/Affirmative Action Employer

<b>EMPLOYMENT REQUEST</b>
1. Position Desired/Requisition Number:
2. Minimum Salary Desired:
3. Date Available For Work:
4. How Did You Learn Of This Vacancy?
5. Will You Work Shifts? <input type="checkbox"/> Yes <input type="checkbox"/> No    If Yes, Shift (s) Willing To Work: <input type="checkbox"/> Evening <input type="checkbox"/> Night <input type="checkbox"/> Weekend

<b>GENERAL DATA</b>
1. Are You Legally Permitted To Work In The United States? <input type="checkbox"/> Yes <input type="checkbox"/> No If you are eligible to work in the U.S. by virtue of a visa, what is the status of your non-immigrant visa?
2. Do Any Of Your Relatives, Family Members, Or Members Of Your Household Work At The George Washington University (GW) ? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Where?
3. Have You Ever Worked At GW Before? <input type="checkbox"/> Yes <input type="checkbox"/> No    If Yes, When?
4. Have You Ever Applied For Employment At GW ? <input type="checkbox"/> Yes <input type="checkbox"/> No    If Yes, When?
5. Have You Ever Been Discharged Or Asked To Resign From A Job? <input type="checkbox"/> Yes <input type="checkbox"/> No    If Yes, Please Explain:          

<b>EDUCATIONAL DATA</b>
1. How Many Years Of School Have You Completed
2. Name And Location Of High School:  Name Used If Different From Current Name:
3. Name And Location Of Technical School:  Course of Study: Name Used If Different From Current Name:
4. Name And Location Of College:  Degree Earned:                      Major:                      Minor: Name Used If Different From Current Name:
5. Name And Location Of Graduate School:  Degree Earned:                      Major Field: Name Used If Different From Current Name:

**WORK EXPERIENCE**

Starting with your present or last job, please list all jobs you have held. Please be sure to give complete addresses of employers. If all relevant work experience information cannot be captured below, please staple an addendum or resume to the application.

<b>1. Present or Last Job Title:</b>			Annual Salary or Rate Paid(/hr):
Employer:		Business Address:	
Dates of Employment	From:	To:	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
Supervisor's Name:		Supervisor's Telephone # :	
<b>MAY WE CONTACT YOUR CURRENT EMPLOYER?</b>		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Duties (It Is Not Necessary To Enter Job Duties If They Are Described On Other Documents Being Submitted)			
Reason For Leaving:			
<b>2. Second To Last Job Title:</b>			Annual Salary or Rate Paid(/hr):
Employer:		Business Address:	
Dates of Employment	From:	To:	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
Supervisor's Name:		Supervisor's Telephone # :	
Duties (It Is Not Necessary To Enter Job Duties If They Are Described On Other Documents Being Submitted)			
Reason For Leaving:			
<b>3. Third To Last Job Title:</b>			Annual Salary or Rate Paid(/hr):
Employer:		Business Address:	
Dates of Employment	From:	To:	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
Supervisor's Name:		Supervisor's Telephone # :	
Duties (It Is Not Necessary To Enter Job Duties If They Are Described On Other Documents Being Submitted)			
Reason For Leaving:			
<b>4. Fourth To Last Job Title:</b>			Annual Salary or Rate Paid(/hr):
Employer:		Business Address:	
Dates of Employment	From:	To:	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
Supervisor's Name:		Supervisor's Telephone # :	
Duties (It Is Not Necessary To Enter Job Duties If They Are Described On Other Documents Being Submitted)			
Reason For Leaving:			
<b>5. Fifth To Last Job Title:</b>			Annual Salary or Rate Paid(/hr):
Employer:		Business Address:	
Dates of Employment	From:	To:	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
Supervisor's Name:		Supervisor's Telephone # :	
Duties (It Is Not Necessary To Enter Job Duties If They Are Described On Other Documents Being Submitted)			
Reason For Leaving:			

PLEASE BE SURE YOU SIGN THE APPLICATION ON THE NEXT PAGE

If The Name You Used When Employed In One Of The Jobs Identified In The Work Experience Section Is Different From Your Current Name, Please Identify Below The Job Title and The Name Used When Employed In That Job:

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Please Account for Any Time Gaps in Your Work History:

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**WORKPLACE/COMPUTER SKILLS AND VOCATIONAL DATA**

1. What Workplace Equipment Can You Utilize?

2. What Software Applications Do You Have A Working Knowledge Of?

3. Estimated Keyboard/Typing Speed (Complete Only If Position Desired Requires A Minimum Keyboard/Typing Speed):

4. To What Professional Organizations Do You Belong?

5. What Special Licenses Or Certifications Do You Have?

6. What Other Vocational Training Have You Had?

**AGREEMENT - READ AND SIGN**

I acknowledge filing an application for employment with The George Washington University. I hereby authorize the University to contact any educational institution, former employer, law enforcement agency, or reference concerning my background and information provided by me in connection with my application for employment. I hereby authorize the release of such information and release providers of information from all liability in responding to inquiries about me. I understand that this application is not a contract for employment. If an employment relationship is established, I understand that such employment is at-will.

I understand that misrepresentation, omission, or falsification of information connected with my application for employment (including resume) will be sufficient cause in and of itself for disqualification from employment opportunities or dismissal from employment when discovered.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# **SECURITY INFORMATION FOR PROSPECTIVE EMPLOYEES OF THE GEORGE WASHINGTON UNIVERSITY**

GW is committed to assisting all members of the GW community in providing for their own safety and security. The annual security compliance document is available on the UPD website at <http://gwired.gwu.edu/upd>.

If you would like to receive a booklet called “The Pride Brochure” which contains this information, you can stop by the University Police Department at 2033 G Street, NW, Woodhull House, Washington, DC 20052 or you can request that a copy be mailed to you by calling 202-994-6948.

The website and booklet contain information regarding campus security and personal safety including topics such as: crime prevention, university police law enforcement authority, crime reporting policies, disciplinary procedures and other matters of importance related to security on campus. They also contain information about crime statistics for the three previous calendar years concerning report crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by GW; and on public property within, or immediately adjacent to and accessible from the campus.

This information is required by law and is provided by The George Washington University Police Department.