



# University of Pennsylvania

Division of Human Resources. 3401 Walnut Street, Fifth Floor. Philadelphia, PA 19104-6228  
Tel: (215) 898-7284 Fax: (215) 898-0682 [WWW.HR.UPENN.EDU](http://WWW.HR.UPENN.EDU)

## Application for Temporary Employment

Reference Number and

Position for which you are applying: \_\_\_\_\_

Last Name	First Name	Middle Initial	
Street Address	City, State		Zip Code
Telephone	E-mail		

Type of work you prefer:  Full-time  Part-time  Temporary  Limited Service (9 or 10 months/year)

How did you learn about the position?  Unique Advantage  Penn HR Website/Internet  Other \_\_\_\_\_

Referred by \_\_\_\_\_  Agency \_\_\_\_\_  Print Ad \_\_\_\_\_  
(name) (name) (newspaper, magazine)

Do you have the right to work in the U.S.?  Yes  No

If you have a visa, indicate visa type and number: \_\_\_\_\_ Expiration date: \_\_\_\_\_

Have you applied previously to Penn?  Yes  No If yes, date \_\_\_\_\_

Are you currently employed at Penn?  Yes  No \_\_\_\_\_

Most recent Supervisor & Dept. at Penn \_\_\_\_\_

Is any family member a Penn employee?  Yes  No If yes, name, dept, relationship \_\_\_\_\_

Are you currently employed at one of our affiliates?  Yes  No  
If yes, name of affiliate and name of most recent supervisor and department \_\_\_\_\_

Do you have a valid driver's license?  Yes  No

If you are under the age of 18, do you have working papers?  Yes  No

What is your desired salary? \_\_\_\_\_

### EDUCATION

High School	No. of Years Completed	Diploma or Degree	Program or Major
Vocational-Technical School	No. of Years Completed	Degree / Year graduated	Program or Major
College	No. of Years Completed	Degree / Year graduated	Program or Major
Graduate/Professional School	No. of Years Completed	Degree / Year graduated	Program or Major
Other Specialized Training/Certification	No. of Years Completed	Degree / Year graduated	Program or Major

**WORK HISTORY** *You MUST complete this information in full. "SEE ATTACHED RESUME" IS NOT ACCEPTABLE.*

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Most Recent Employer: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

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Address \_\_\_\_\_ City & State: \_\_\_\_\_

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Month/Year Began: \_\_\_\_\_ Month/Year Left: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

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Supervisor's Name/Title: \_\_\_\_\_ Telephone: \_\_\_\_\_

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Duties Performed: \_\_\_\_\_

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Previous Employer: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

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Address \_\_\_\_\_ City & State: \_\_\_\_\_

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Month/Year Began: \_\_\_\_\_ Month/Year Left: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

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Supervisor's Name/Title: \_\_\_\_\_ Telephone: \_\_\_\_\_

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Duties Performed: \_\_\_\_\_

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Previous Employer: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

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Address \_\_\_\_\_ City & State: \_\_\_\_\_

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Month/Year Began: \_\_\_\_\_ Month/Year Left: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

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Supervisor's Name/Title: \_\_\_\_\_ Telephone: \_\_\_\_\_

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Duties Performed: \_\_\_\_\_

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The University of Pennsylvania values diversity and seeks talented students, faculty and staff from diverse backgrounds. The University of Pennsylvania does not discriminate on the basis of race, sex, sexual orientation, religion, color, national or ethnic origin, age, disability, or veteran status in the administration of educational policies, programs or activities; admissions policies; scholarship and loan awards; athletic, or other University administered programs or employment. Questions or complaints regarding this policy should be directed to: Executive Director, Office of Affirmative Action and Equal Opportunity Programs, Nichols House (Grad Tower A), 3600 Chestnut Street, Second Floor, Philadelphia, PA 19104-6021 or (215) 898-6993 (Voice) or (215) 898-7803 (TDD).

**Please read carefully and sign:**

I have carefully read the application statement and have provided accurate information to the best of my knowledge. The facts set forth in this application are true and complete. **Permission is given to the University of Pennsylvania to verify all information I have provided in this application.** I authorize all persons or entities I have referred to in this application to provide any relevant information to the University of Pennsylvania or its agents for use in investigation and release them from any liability doing so.

I understand and agree that any omission or misrepresentation of facts in my application will be justification for refusal or termination of employment. I understand that this employment application and any other University documents or statements are not contracts of employment. I acknowledge that employment at University of Pennsylvania is at will, meaning I will be free to leave at anytime and my appointment may be terminated for any reason at any time. Employment is contingent upon satisfactory completion of employment and reference checks. A minimum of two reference checks are required for employment, one of which must be from the applicant's current supervisor.

Signature of Applicant \_\_\_\_\_ Date Signed \_\_\_\_\_