



UNIVERSITY OF
SOUTH FLORIDA

APPLICATION FOR EMPLOYMENT

**Use this application to apply for Staff, Administration, and
OPS(Temporary) positions.**

Submit it to the office listed in the advertisement.

**USF Human Resources
Student Services Building SVC2172
4202 E. Fowler Avenue
Tampa, FL 33620-6980**

**Telephone (813) 974-2970
TT/TDD (813) 974-2218 (Job Line Recording)
Job Line Recording (813) 974-2879
www.usf.edu**

USF Health Human Resources

12901 Bruce B. Downs Blvd.,
Box 28
Tampa, FL 33612-7800
Telephone (813) 974-3870

USF Lakeland Campus Human Resources

3433 Winter Lake Road
Lakeland, FL 33803
Telephone (863) 667-7000

Florida Mental Health Institute Human Resources

13301 Bruce B. Downs Blvd.,
MHC 1101
Tampa, FL 33612-3899
Telephone (813) 974-4602

USF St. Petersburg Campus Human Resources

140 Seventh Avenue South, TER400
St. Petersburg, FL 33701
Phone (727) 553-4105

USF Sarasota Campus Human Resources

8350 N. Tamiami Trail, SMC B116
Sarasota, FL 34243
Telephone (941) 359-4224

An affirmative action/equal access/equal opportunity institution.

APPLICATION FOR EMPLOYMENT
PLEASE PRINT OR TYPE - USE BLACK OR BLUE INK ONLY

POSITION INFORMATION

List the position for which you are applying:

TITLE: _____

POSITION #: _____

PERSONAL INFORMATION

First Name:

Last Name:

Street Address:

E-Mail Address:

City:

State:

Zip Code:

Work Phone: ()

Home Phone: ()

Only U.S. citizens or aliens who have a legal right to work in the U.S. are eligible for employment. Others are prohibited from employment by Federal law.

Are you presently authorized to work in the U.S.?

Yes No

Federal law requires proof of your authorization. You will be asked to provide proof of your identity and employment eligibility no later than three days after employment. If employed you must complete Section 1 of the Employment Eligibility Verification forms (Form I-9) no later than close of business on the first day of employment.

Do you currently work or have you ever worked for USF, or any institute or direct-support organization of USF? If so, when, where, and under what name(s)?

Yes No

Do you currently work or have you ever worked for, another university in Florida's State University System or for a state agency in Florida?

Yes No

If yes, when and which university or agency? Dates:

Agency:

Do you have any relative(s) employed by USF?

Yes No

If yes, list their names.

Are you a veteran of the U.S. military?

Yes No

If yes, list your dates of active duty and discharge date:

From: To: Discharge Date:

Did you receive a dishonorable discharge from the military?

Yes No

Answering "yes" will not necessarily bar you from employment. Each case will be judged on its own merit with respect to time, circumstances, seriousness and the type of position.

Applicants for Staff Positions Only:

Are you claiming veterans' preference under Florida law?

Yes No

If yes, complete the Veterans' Preference Claim Form included in this application.

How did you become aware of this position?

PERSONAL INFORMATION CONTINUED

Criminal Conviction Information:

Have you been convicted of, pleaded no contest to, or had an adjudication of guilt withheld for a felony or first-degree misdemeanor? Yes No

Have you ever been convicted of the sale of or trafficking in, or conspiracy to sell or traffic in, a controlled substance under Florida law if such offense is a felony, or under the laws of any state or country which, if committed in this state, would constitute the felony of selling or trafficking in, or conspiracy to sell or traffic in, a controlled substance? Yes No

If you answered "yes" to this question, before you can be employed at USF, Florida law requires proof that you have completed all imprisonment sentences and/or supervisory/probationary sanctions imposed by the court, Parole Commission or by law. The hiring department will ask you to provide this proof if you are hired.

Have you ever been censured/disciplined or found to be in violation of ethical standards by a professional organization? Yes No

If you answered "yes" to any of the above questions, list the date, offense and describe the circumstances.*In cases of criminal charges, list the specific charge. Use additional paper if necessary.

Date:

Offense:

City/State in which convicted:

Judgment, including probation:

*Answering "yes" will not necessarily bar you from employment. Each case will be judged on its own merit with respect to time, circumstances, seriousness and the type of position.

EDUCATION

Be prepared to provide original transcripts for all post-high school course work. Circle the highest level of attainment:

High School: 9 10 11 12 GED College: 1 2 3 4

Specialist, Masters, Doctorate Other _____

Name and location of education institution (secondary and beyond). Attach additional sheets as necessary.	Semester or Quarter Hours Completed	Did you Graduate ?	Major	Minor	Degree Awarded
Name and Location:					
Name and Location:					
Name and Location					
Name and Location					
Name and Location					

EMPLOYMENT HISTORY

List all employment starting with your current or most recent job. Account for all periods including unemployment, U.S. military service and volunteer work. If you list military service as work experience, you must attach a copy of your DD-214.

Job Title:

Current Employer:

Phone: ()

Supervisor's Name and Title:

Employment Dates: From: To: Did you work: Full-Time Part-Time

Hours: Starting Salary: \$ Ending Salary: \$

Address:

Duties:

Reason for Leaving:

Job Title:

Previous Employer:

Phone: ()

Supervisor's Name and Title:

Employment Dates: From: To: Did you work: Full-Time Part-Time

Hours: Starting Salary: \$ Ending Salary: \$

Address:

Duties:

Reason for Leaving:

Job Title:

Previous Employer:

Phone: ()

Supervisor's Name and Title:

Employment Dates: From: To: Did you work: Full-Time Part-Time

Hours: Starting Salary: \$ Ending Salary: \$

Address:

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Reason for Leaving:

EMPLOYMENT HISTORY CONTINUED

Job Title:

Previous Employer:

Phone: ()

Supervisor's Name and Title:

Employment Dates: From: To: Did you work: Full-Time Part-Time

Hours: Starting Salary: \$ Ending Salary: \$

Address:

Duties:

Reason for Leaving:

You may supplement this application with additional sheets, if necessary.

SKILLS, LICENSES, CERTIFICATIONS, SCHOLARSHIPS, AWARDS, HONORS, & MEMBERSHIPS

Indicate any professional or occupational licenses, registrations or certifications you currently hold. If a license or certification is required for a position, you must provide a copy of it to the hiring department. Also list any special knowledge, skills or abilities you have.

List scholarships, awards, honors, and memberships in honorary and/or professional societies, publications, consulting work in professional field, etc. Use additional sheet if necessary.

CERTIFICATION, AUTHORIZATION AND SIGNATURE

I hereby consent to the release of any information maintained about me by all previous employers, educational institutions, law enforcement authorities, licensing boards or any other entity, agency, or individual which the University may contact to secure references or records. I hereby authorize the University to release information concerning my employment to any prospective employer or others seeking to verify my employment with USF. I hereby release the University from all liability for any truthful statement made by any employee, agent or official of the University, authorized by Human Resources, which is made to any prospective employer and waive any claim that might arise from any such statement. I consent to the use of my social security number for University business. I certify that the statements I made are true and complete to the best of my knowledge. I understand that any false statements or omissions made on this application or supplement may be grounds for immediate discharge or for removal from consideration of employment.

I further understand that I must sign up for payroll direct deposit within 14 days of hire as a condition of employment.

Signature _____ Date _____

Competencies Checklist

Please check all that apply.

Name: _____

Computer and Software

- Personal Computer (PC)
- Banner Computer System
- GEMS/PeopleSoft
- Macintosh Computer
- SAMAS
- FAST
- SASS
- Liberty – electronic filing system
- Microsoft Office Calendar
- Microsoft Excel
- Microsoft Word
- Microsoft Access
- Microsoft PowerPoint
- WordPerfect
- Lotus 123
- E-mail –

What program? _____

- Graphics Software –

What program? _____

- Word Processing Software -

What program? _____

- Spreadsheet Software -

What program? _____

- Database Software –

What program? _____

- Windows

- HTML

- Web Editing/Design

What program? _____

- Desktop Publishing

- Internet –

For what purpose? _____

- Clip Art

- DeltaGraph

Office Equipment/Machines

- Copier
- Scanner
- Printers
- Multi-line Phones
- Calculator
- Cash Register
- Adding Machine
- Fax Machine

Fiscal

- Budgets
- Cash Handling
- Clerical accounting
- Accounts receivable
- Accounts payable
- Payroll
- Purchasing

Secretarial/Clerical

Typing skill _____ correct words per minute;

Tested? Yes No

- Transcription
- Data Entry
- Scheduling Meetings
- Filing
- Medical terminology

University Procedures

- Human Resources/personnel
- Payroll
- Purchasing
- Travel
- Grant Activity
- Governmental regulations

Interpersonal

- Detail oriented
- Experience working with a diverse population
- Problem-solving skills
- Analytical ability
- Customer service orientation

Other (list other competencies you feel are important for this job)



APPLICANT DATA

FORM

APPLICANT INFORMATION

Affirmative Action Statement

Where underutilization exists, the University is committed to taking affirmative action in employment for American Indians/Alaska Natives, Asians, Native Hawaiians and other Pacific Islanders, Blacks, Hispanics, women, and persons age 40 and over. It is also committed to employ and advance in employment, qualified persons with disabilities, qualified disabled veterans, and Vietnam era veterans in all levels of employment.

The following information is needed for evaluation of recruitment programs, monitoring, and reporting only according to Executive Order 11246, and the State of Florida nondiscrimination regulations. Your response is voluntary. Refusal to respond will not subject you to adverse treatment in employment consideration.

Name of Applicant _____

Race:

Black or African American
White
American Indian or Alaska Native

Asian/Pacific Islander
Hispanic

Sex:

Male
Female

US Veteran Status:

Disabled Veteran
Vietnam Era
Other Eligible
Veteran

DEPARTMENT INFORMATION

Department/College (*where position is located*) _____

Position Information:

Title: _____

Position #: _____ or Tracking #: _____

How did you become aware of the position _____

If it is through newspaper(s)/periodical(s)/other media, please give the name:

Equal Opportunity Statement

The University of South Florida reaffirms its policy of equal opportunity regardless of race, color, creed, religion, national origin, sex, age, marital status, disability, or status as a disabled veteran or Vietnam era veteran. This policy applies to all programs and facilities including, but not limited to, admissions, educational programs, employment, and patient and hospital services. Any discriminatory action can be a cause for disciplinary action. Discrimination is prohibited by Executive Order 11246 as amended, Title VI and VII of the Civil Rights Act of 1964, Title IX, Sections 503 and 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, Vietnam Era Veterans Readjustment Assistance Act of 1972 as amended, other federal and state statutes, regulations, and University policy. If you wish to request a disability accommodation during the application process, please contact the hiring department.

RETURN THE COMPLETED FORM TO THE DEPARTMENT NAMED ABOVE

FOR YOUR INFORMATION, THE FOLLOWING DEFINITIONS APPLY:

BLACK OR AFRICAN AMERICAN: means a person with origins in any of the Black racial groups of Africa.

ASIAN: means a person with origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Island, Thailand and Vietnam.

WHITE: means a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

HISPANIC OR LATINO OR SPANISH ORIGIN: means a person with origins of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish Culture or origin, regardless of race.

AMERICAN INDIAN OR ALASKA NATIVE: means a person with origins in any of the original peoples of North America and South America (including Central America) and who maintains tribal affiliation or has community recognitions as an American Indian or Alaska Native.

NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER: (race) means a person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands. (Native Hawaiian does not include individuals who are native to the state of Hawaii by virtue of being born there.)

MALE: a male applicant.

FEMALE: a female applicant.

DISABLED VETERAN: An applicant entitled to disability compensation under Veterans Administration for a disability rate of 30% or more, or whose discharge/release from active duty was for a disability incurred or aggravated in the line of duty.

VIETNAM ERA VETERAN: An applicant who: (a) served on active duty for a period of more than 180 days, and was discharged or released there from with other than a dishonorable discharge, if any part of such active duty occurred (i) in the Republic of Vietnam between February 28, 1961 and May 7, 1975 or (ii) between August 5, 1964 and May 7, 1975, in all other cases; (b) was discharged or released from active duty for a service-connected disability if any part of such activity was performed during the times and places specified under (a).

OTHER ELIGIBLE VETERAN: Served on active duty during war or in a campaign or expedition for which a campaign badge has been authorized.