



Employment Application

Loyola University Chicago, as an Equal Opportunity/Affirmative Action employer, abides by all applicable provisions of federal, state and local law. Loyola does not discriminate in its employment policies and practices on the basis of race, color, religion (except where religion is a Bona Fide Occupational Qualification for the job), national origin or ancestry, sex, sexual orientation, age, disability, marital status, veteran status or any other classification protected by applicable law.

In order that your application may be promptly evaluated it is essential that all of the following questions be answered completely and accurately on the application or in an accompanying resume. If a question does not apply write N/A in the box.

Note: Loyola only accepts applications for current open positions.

			Date of application:	
Job Data:	Position Desired:		Second Choice:	
Date Available		Interested in: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Evenings <input type="checkbox"/> Nights		
Personal Data:	Name:		Phone #:	Alternate Phone:
Address: Street		City	Zip	SS#
Are you legally eligible for employment in the United States? (Proof of eligibility will be required if hired). <input type="checkbox"/> Yes <input type="checkbox"/> No			Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever been employed at Loyola? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please complete:	Department:		Supervisor:	
	Date: From: To:		Date: From: To:	
Your name at time of prior employment:				
Does the University now employ any of your relatives: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes please list all below [use back of this form if necessary]				
Name of relative:		Dept.	Name of relative:	
			Dept.	
List Professional References in the area below. These should be people who are not relatives, who have personal knowledge of your training, experience, skills and capabilities:				
Name:	Position:	Company:	Wk Phone Number:	Yrs Known
1.				
2.				
3.				
4.				

Work History:
Please give an accurate and complete employment record starting with the most recent employment first. If this is covered in an attached resume giving supervisor and contact telephone number please move to the next section:

Name of Company:		Address (City/State/Zip)	
Type of Enterprise:		Phone with area code:	
Position Held :	Salary at termination:	Dates of employment (mo/yr) From: To:	Name of last supervisor:
Name of Company:		Address (City/State/Zip)	
Type of Enterprise:		Phone with area code:	
Position Held:	Salary at termination:	Dates of employment (mo/yr) From: To:	Name of last supervisor:
Name of Company:		Address (City/State/Zip)	
Type of Enterprise:		Phone with area code:	
Position Held:	Salary at termination:	Dates of employment (mo/yr) From: To:	Name of last supervisor:
Name of Company:		Address (City/State/Zip)	
Type of Enterprise:		Phone with area code:	
Position Held:	Salary at termination:	Dates of employment (mo/yr) From: To:	Name of last supervisor:

Read Carefully and Sign:

I certify that all information provided by me on this application and my resume (if applicable) and during any interview process is true, accurate and complete. I acknowledge and understand that denial of employment or, if hired, termination of employment may occur in the event I provide false, inaccurate or incomplete information.

I grant permission to Loyola University Chicago to contact the references, former employers and educational institutions listed in my application and resume and for such entities or persons to provide information to Loyola University Chicago in order for it to verify the information I have provided and to evaluate me for possible employment. I further authorize Loyola University Chicago to rely upon and use, as it deems appropriate, any information received from such contacts.

I acknowledge and understand that this application is not an offer of employment or contract. I also acknowledge and understand that any employment with Loyola University Chicago is on an at-will basis, which means that my employment is not guaranteed for any specific length of time and may be ended by myself or Loyola University Chicago at any time. I also acknowledge and understand that Loyola University Chicago is a drug-free workplace and that smoking is not permitted in any of its buildings or vehicles.

Applicant's Signature: _____ Date: _____