



# Employment Application Detail Sheet

Human Resources Department  
PO Box 2450  
Doyle Hall  
St. Bonaventure, NY 14778  
(716) 375-2115 (voice)  
(716) 375-7689 (fax)  
HR@sbu.edu

Position you are applying for \_\_\_\_\_ Date of Application \_\_\_\_\_

Are you attaching resume/CV and cover letter?  NO  YES **If yes, do not complete this sheet (you need only the Cover Sheet)**

## Personal Data

Name \_\_\_\_\_

Physical Address \_\_\_\_\_

Phone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

Have you ever worked for St. Bonaventure University?  No  Yes If Yes, give particulars: \_\_\_\_\_

List any other names you may have gone to school or worked under: \_\_\_\_\_

## Educational Data\*

High School/GED: \_\_\_\_\_ Graduate? Yes  No

College/University: \_\_\_\_\_ Graduate? Yes  No  Degree: \_\_\_\_\_

College/University: \_\_\_\_\_ Graduate? Yes  No  Degree: \_\_\_\_\_

\*If hired, official transcripts will be required for the highest degree's listed

## Skills

List expertise and/or skills that you possess that you believe would help you succeed in this position: \_\_\_\_\_

## Job Data (List from most current)

**Current/Last Employer** \_\_\_\_\_ Dates of Service \_\_\_\_\_

Job Title and/or Summary of duties \_\_\_\_\_

**Employer** \_\_\_\_\_ Dates of Service \_\_\_\_\_

Job Title and/or Summary of duties \_\_\_\_\_

**Employer** \_\_\_\_\_ Dates of Service \_\_\_\_\_

Job Title and/or Summary of duties \_\_\_\_\_

## References

Name:	Relationship:	
	Contact number & Email:	
Name:	Relationship:	
	Contact number & Email:	
Name:	Relationship:	
	Contact number & Email:	

**NOTE BEFORE SUBMITTING:** You must certify and sign this application (on the back of this form). Failure to do so renders this application null and void.

## PREEMPLOYMENT CERTIFICATION (Review and Check each to agree)

***I certify my Credentials & Qualifications***

All application materials submitted for consideration (e.g., letter of interest, resume/CV, educational and employment records, publications, or work samples) are a true, accurate, and complete representation of my credentials and qualifications. I understand that degrees offered in support of my candidacy must be issued by an institution accredited by a regional, national, professional, or specialized accrediting body and that degrees issued outside the U.S. must be evaluated for equivalency to U.S. degrees.

***I acknowledge my Responsibility to Obtain/Maintain Eligibility to Work in the United States***

I understand St. Bonaventure University employs only individuals who are lawfully eligible to work in the United States and that employment eligibility will be verified upon employment. If I do not currently have permanent eligibility to work in the U.S., I understand that it is my responsibility to obtain and/or maintain eligibility to work and that loss of eligibility to work at any future date will invalidate my employment relationship and result in concurrent separation from employment without recourse or appeal.

***I certify this disclosure Pertaining to Criminal Convictions***

I understand that in selected circumstances, convictions for a misdemeanor, gross misdemeanor, or felony related to the duties and responsibilities of a given position may influence consideration for employment. I certify that unless I have listed below a statement about the dates, charges, and circumstances of any such convictions, I have not been convicted of a misdemeanor, gross misdemeanor, or felony in any jurisdiction inside or outside the U.S. Unless otherwise provided by law, a criminal record will not automatically disqualify an individual from employment.

***I acknowledge my Understanding of the Application Process***

St. Bonaventure University considers only those applications submitted for a specific posted position. Unsolicited resumes or application materials are discarded after 30 days. We do NOT maintain an applicant database, so applicants applying to multiple jobs must submit multiple applications at the time of the job posting. I understand that all offers of employment are conditional upon proper documentation and successful completion of a background check.

***I authorize the Verification of Application Materials***

I understand that any falsification, misrepresentation, or material omission in my application materials (including this certification) or making other false or fraudulent representations in securing employment may be grounds for disqualification of my candidacy or may be grounds for termination if discovered after the date of hire. By signing my name below I voluntarily consent to authorize St. Bonaventure University or any of its officers, employees, or agents to check my references by contacting any person or entity whom they deem to be an appropriate reference as well as validating educational and employment records, with the understanding that facsimiles or photocopies of this authorization shall be deemed as valid as the original. It is expressly understood that any information given is to be used for the purpose of determining my acceptability for employment with St. Bonaventure University. I also hereby release St. Bonaventure University from all liability for damage or claims including, but not limited to: defamation, interference with contract, and negligence – which may arise or result from any reference information gathered pursuant to this authorization.

*If submitted electronically, I acknowledge and agree that by typing my name on the signature line, I am authorizing and validating the statements above to the same degree as my original signature.*

**Authorized and Verified by:**

**Type or sign your full name here** \_\_\_\_\_ **Date:** \_\_\_\_\_

*St. Bonaventure University is an Affirmative Action/Equal Opportunity educational institution. It is guided by the principle that equal opportunity means more than equal employment opportunity, and that access to facilities and services shall be available to all people regardless of their race, color, religion, sex, national origin, age, veteran status, disability, marital status, sexual orientation, or gender identity. This principle is applicable to every member of the St. Bonaventure community, both students and employed personnel at every level, and to all facilities and services.*

In compliance with Federal Regulation 34.688.47, the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" of 1990, St. Bonaventure University annually publishes a security report. St. Bonaventure University is distributing the report electronically. Access to this report is available through the University website @ <https://my.sbu.edu/docs/default-source/hr-payroll/2016-crime-fire-safety-report> & The U.S. Department of Education web site link: <http://ope.ed.gov/security>

*St. Bonaventure employs United States citizens and persons lawfully authorized to work in the United States. All qualified individuals are encouraged to apply. Individuals with disabilities requiring accommodation during the hiring process should notify the Human Resources Office at (716) 375-2115 by the filing deadline.*

*Para la traducción de, o ayuda con, cualquier material de esta solicitud, pongasé en contacto con el departamento de Recursos Humanos al (716)375-2115*