



# 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 \_\_\_\_\_

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:
Address		City & State:
Month/Year Began:	Month/Year Left:	Reason for leaving:
Supervisor's Name/Title:	Telephone:	
Duties Performed:		

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Previous Employer:	Starting Salary:	Ending Salary:
Address		City & State:
Month/Year Began:	Month/Year Left:	Reason for leaving:
Supervisor's Name/Title:	Telephone:	
Duties Performed:		

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Previous Employer:	Starting Salary:	Ending Salary:
Address		City & State:
Month/Year Began:	Month/Year Left:	Reason for leaving:
Supervisor's Name/Title:	Telephone:	
Duties Performed:		

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**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 \_\_\_\_\_