



**OFFICE OF HUMAN RESOURCES AND RISK MANAGEMENT**  
**800 SOUTH TUCKER DRIVE**  
**TULSA, OKLAHOMA 74104-3189**  
**918-631-2259**  
**FAX 918-631-2110**

**APPLICATION FOR EMPLOYMENT**  
An Equal Opportunity/Affirmative Action employer

Please type or print clearly in ink.

**PERSONAL INFORMATION**

**Name** \_\_\_\_\_  
Last First Middle

**Mailing Address** \_\_\_\_\_  
Street City State Zip Code

**Home Phone** ( ) \_\_\_\_\_ **Daytime Phone** ( ) \_\_\_\_\_

**Are you under the age of 18\*?**  Yes  No

\*This statement is only to help The University of Tulsa comply with child labor laws and will not affect the outcome of any employment decisions.

**Do you have legal right to work in the USA?**  Yes  No

**For which position(s) are you applying?** \_\_\_\_\_

**Other positions for which you are qualified:** \_\_\_\_\_

**Type of position:**  Temporary  Part-time  Full-time

**Date Available** \_\_\_\_\_ **Salary/Hour Rate Expected** \_\_\_\_\_

**Referred by:**  Agency  Advertisement  Website  Walk-in  TU Employee

**PLEASE COMPLETE IN FULL (even if attaching a resume), LISTING LAST EMPLOYER FIRST**

Name of Company	From	To	Position / Title
Address			Phone Number
Kind of Business		Reason for Leaving	
Description of your work:			
Final Salary	Name and Title of Supervisor		May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No

Name of Company	From	To	Position / Title
Address			Phone Number
Kind of Business		Reason for Leaving	
Description of your work:			
Final Salary	Name and Title of Supervisor		May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No

Name of Company	From	To	Position / Title
Address			Phone Number
Kind of Business		Reason for Leaving	
Description of your work:			
Final Salary	Name and Title of Supervisor		May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No

Name of Company	From	To	Position / Title
Address			Phone Number
Kind of Business		Reason for Leaving	
Description of your work:			
Final Salary	Name and Title of Supervisor		May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No

**GENERAL INFORMATION**

Have you ever been employed by The University of Tulsa?       Yes       No

If yes, Dept. \_\_\_\_\_ Date \_\_\_\_\_

If you have relatives employed by The University of Tulsa, indicate:

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Dept. \_\_\_\_\_

Have you ever been convicted of a felony?       Yes       No

If yes, explain: \_\_\_\_\_

Note: A conviction will not necessarily bar you from employment. Each conviction is judged on its own merits with respect to time, circumstances, seriousness and relationship to position applied for.

**EDUCATION INFORMATION**

Name of School	City	State	Graduated (Yes/No)	Diploma or Degree Received (Type)	Course or Major Subject
High School or GED:					
Other (e.g., Business School, Nursing School, Technical School):					
College or University:					
Graduate School:					

**REFERENCES**

Name (Do not include relatives or more than one instructor.)	Address	Phone	Years Known

For the purpose of checking references and/or associated transcript materials, please list any other names by which you have been known:

## SKILLS INVENTORY

Please check each of the following skills that you possess.

### GENERAL SKILLS

- Supervisory  
Indicate length of time \_\_\_\_\_  
Number of persons \_\_\_\_\_
- Excellent oral/written communication
- Working knowledge of PC

### BUSINESS MACHINES

- Typing – Speed \_\_\_\_\_ wpm
- Shorthand \_\_\_\_\_ wpm
- Dictaphone
- Cash Register
- Multi-Line Phone
- Ten Key Calculator
- Switchboard
- Fax
- Voice Mail
- Photo Copier
- List Others \_\_\_\_\_

### COMPUTER PROFICIENCY

- Macintosh     PC
- Software:
- Access
- Databases
- Desktop Publishing
- E-mail
- Excel
- LOTUS
- LOTUS Notes
- Microsoft Word
- PowerPoint
- Windows
- WordPerfect
- ZIP Files
- List Others \_\_\_\_\_

### CLERICAL SKILLS

- Accounting/Bookkeeping
- Data Entry
- Editing
- Filing
- Payroll/Personnel Records
- Receptionist
- Shorthand
- Technical Word-processing
- Teller
- List Others \_\_\_\_\_

### SERVICE/MAINTENANCE SKILLS

#### Custodial Service:

- 
- 

#### Food Service:

- 
- 

#### Maintenance:

- 
- 

### TOOLS/EQUIPMENT

- Power (please list) \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- Hand (please list) \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### TECHNICAL SKILLS

- Audio Visual
- Computer Programming
- Computer Repair/Maintenance
- HTML
- Web-based skills
- List Others \_\_\_\_\_

#### Laboratory:

Analysis Techniques: \_\_\_\_\_

Equipment Used: \_\_\_\_\_

Relevant Science Classes: \_\_\_\_\_

\_\_\_\_\_

### TRADES

- Blueprint Reading
- Carpenter
- Electrician
- Heavy Equipment
- HVAC
- Painter
- Plumber
- Roofer
- Water Treatment
- Welder
- List Others \_\_\_\_\_

List any other applicable licenses, certificates, registrations, or permits:

\_\_\_\_\_

\_\_\_\_\_

### The University of Tulsa is an Equal Opportunity/Affirmative Action Employer

(Applicant signature required before application will be processed.)

To the best of my knowledge, I affirm that the information herein is true and complete. I authorize The University of Tulsa to make such investigations and inquiries of my references to provide information concerning my previous employment. I authorize The University of Tulsa to use all legal means at its disposal to assess my suitability for employment. I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed. I authorize The University of Tulsa to respond to future reference checks about me and release The University of Tulsa from any liability in responding to such inquiries.

If employed, I agree to abide by The University of Tulsa's Policies and Procedures, terms and conditions of the benefits program, employment policies, and the information contained in the Employee Handbook, and as all of these may change from time to time. Additionally, I agree to accept the work and will perform the duties assigned by the administration while acknowledging that changes in my assignment may be made in the best interest of the university.

The University of Tulsa is an employer at will. If I am employed by The University of Tulsa, I acknowledge that there is no guaranteed length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either the university or I can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

I understand that I cannot be employed by The University of Tulsa or receive payment of services until I have provided proof of my legal eligibility to work. I understand that documentation of my identity and employment must be provided to The University of Tulsa upon hire, as required by the Immigration Reform and Control Act of 1986. Failure to submit such proof within the required time may result in immediate termination of employment.

Thank you for your interest in employment at The University of Tulsa. Your application will be forwarded to the appropriate hiring official provided that you meet the minimum qualifications for the position. This employment application will be kept on file for six months. However, you may reapply for further consideration of employment.

\_\_\_\_\_  
Applicant's Signature (read above statement before signing)

\_\_\_\_\_  
Date

# THE UNIVERSITY OF TULSA

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## Equal Employment/Affirmative Action Applicant Tracking Form

The Equal Employment Affirmative Action Regulations require us to take affirmative action in the employment process. The completion of this form is strictly voluntary and is to be used ONLY for the purpose of monitoring the success of our Affirmative Action Plan. It will in no way affect your candidacy for a position at The University of Tulsa. To insure the monitoring process is accurate *please include date and position title*. We appreciate your cooperation.

**Date:** \_\_\_\_\_ **Position Title/Number:** \_\_\_\_\_

**Referred By:**  Agency \_\_\_\_\_  Newspaper \_\_\_\_\_  Employee \_\_\_\_\_  Other \_\_\_\_\_

**Walk-in:**  Yes  No  Other **Sex:**  Male  Female

**Age Category:**  16-20  21-29  30-39  40-49  50-59  60-69  70+

**Citizenship:** U.S.  Yes  No **If "NO" Resident Alien or Non-Resident Alien Country** \_\_\_\_\_

### ETHNICITY DATA:

- Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- Not Hispanic or Latino** – If not Hispanic or Latino, please select a category below.

### PLEASE INDICATE ALL RACES THAT APPLY:

- American Indian or Alaskan Native** – A person having origins in any of the original peoples of North or South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.
- Asian** – A person having 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 Islands, Thailand, and Vietnam.
- Black or African American** – A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander** – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Two or More Races** - A person having ancestry in two of the above categories.
- Resident Alien and Other Eligible Non-Citizens** – A person who is not a citizen or national of the United States by who has been admitted as a legal immigrant for the purpose of obtaining permanent resident status (and who holds either an Alien Registration Card: Form I-1551 or I-151, a Temporary Resident Card: Form I-688, or an Arrival-Departure Record: Form I-94, with an notation that conveys legal immigrant status such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian.
- Non-Resident Alien** – A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely.

**Veterans Data:** Do you qualify as a Vietnam Veteran?  Yes  No

Are you considered a disabled veteran by the U.S. Veteran's Administration?  Yes  No

**Disability Data:** Do you wish to declare yourself as disabled?  Yes  No

If "yes" please indicate the category:  Speech Impairment (S)  Multiple Disabilities (D)

Hearing Impairment (H)  Motor Impairment (A)  Visual Impairment (V)

Mental disability (M)  Other

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**Signature (optional)** \_\_\_\_\_ **Date** \_\_\_\_\_