

The J. DAVID GLADSTONE INSTITUTES
APPLICATION FOR EMPLOYMENT

Name _____ Date: _____

If you have ever used another name or names, please list: _____

Address: _____

Telephone: (day) _____ (evening) _____ Social Security Number: _____

If you are under 18, can you furnish a work permit? Yes ___ No ___

Have you ever been employed or applied for employment here before? Yes ___ No ___

Can you, after employment, submit verification of your legal right to work in the United States? Yes ___ No ___
(Proof of employment authorization and identity will be required as a condition of employment)

Have you been convicted of a felony in the last seven years? Yes ___ No ___

Position(s) applying for: _____ Date available to start work: _____

How did you hear about The J. David Gladstone Institutes? _____

EMPLOYMENT HISTORY

Please list your last four (4) employers, assignments or volunteer activities including relevant skills acquired during any military service, starting with the most recent.

From:	To:	Employer:	Phone:
Title:		Address:	
Supervisor:		Duties/responsibilities:	
May we contact this supervisor? Yes ___ No ___			
Starting salary \$ _____ per _____			
Final salary \$ _____ per _____		Reason for leaving:	
From:	To:	Employer:	Phone:
Title:		Address:	
Supervisor:		Duties/responsibilities:	
May we contact this supervisor? Yes ___ No ___			
Starting salary \$ _____ per _____			
Final salary \$ _____ per _____		Reason for leaving:	
From:	To:	Employer:	Phone:
Title:		Address:	
Supervisor:		Duties/responsibilities:	
May we contact this supervisor? Yes ___ No ___			
Starting salary \$ _____ per _____			
Final salary \$ _____ per _____		Reason for leaving:	
From:	To:	Employer:	Phone:
Title:		Address:	
Supervisor:		Duties/responsibilities:	
May we contact this supervisor? Yes ___ No ___			
Starting salary \$ _____ per _____			
Final salary \$ _____ per _____		Reason for leaving:	

EDUCATIONAL BACKGROUND

Name of School and Location	Years Completed	Did You Graduate?	Course of Study
HIGH SCHOOL		Yes__ No__	
COLLEGE		DEGREE	
COLLEGE		DEGREE	
OTHER		DEGREE	

Please indicate any other work related information you think would be helpful to us in considering your for employment (such as foreign language competency, additional work experience, volunteer work, accomplishments, publications, patents, etc.).

Can you perform the essential functions of the job for which you are applying either with or without an accommodation? Yes__ No__

REFERENCES

Please list three individuals who we may contact for a work-related reference.

Name	Organization	Relationship	Telephone

ACKNOWLEDGEMENT

I acknowledge that the information in this application is accurate, current and complete. I understand that misstatements or omissions may result in disqualification from consideration or in termination of employment. I authorize The J. David Gladstone Institutes to investigate my employment history and credentials and to obtain the references given above and other pertinent information needed to make an employment decision. Except as expressly limited by law, I release The J.David Gladstone Institutes and those supplying information to The J.David Gladstone Institutes from liability with regard to the information supplied.

I also understand and agree that:

If hired, I will comply with The J. David Gladstone Institutes' personnel policies. Additionally, I will sign a patent agreement concerning the ownership and assignments of ideas, inventions and other intellectual property while employed at The J. David Gladstone Institutes. Copies of these documents are available for inspection by anybody at any time.

I expressly understand and agree that, if employed, my employment is based upon mutual consent and may be terminated at will, withor without cause, for any reason whatsoever by either party (The J. David Gladstone Institutes or myself) at any time. I also specifically understand that this aspect of employment may not be changed unless by an individual, written employment contract signed by a Director of The J. David Gladstone Institutes.

Signature: _____ Date: _____

Applicant Affirmative Action Information

Required Information

Name _____ Date _____

Positions for which you are applying: _____

(Do not state "any open position or any position for which I am qualified" We can only consider those applicants who express an interest in an open position for which they possess minimum qualifications. If you would like to know which positions are currently open, please visit our web site at <http://gladstone.ucsf.edu>)

How did you learn about this job opportunity?

- | | |
|--|---|
| <input type="checkbox"/> Advertisement: _____ | <input type="checkbox"/> State Employment Service |
| <input type="checkbox"/> Employment Agency: _____ | <input type="checkbox"/> Website _____ |
| <input type="checkbox"/> Referred by Employee: _____ | <input type="checkbox"/> Other: _____ |

Voluntary Information

We are an affirmative action government contractor. To comply with government regulations, we must track the number of our applicants by gender, race/ethnicity, and position for which applied. For this reason, we invite you to indicate your gender and race, ethnicity below. This information is kept separately from your application and is used only in accordance with federal and state regulations.

This section is voluntary. You are not required to provide this information. Your application for employment will be considered in the same manner whether or not you provide this information.

Gender Race/Ethnic Group (as defined by the Equal Employment Opportunity Commission)

- | | | |
|---|--|---|
| <input type="checkbox"/> Male | <input type="checkbox"/> White | (Not of Hispanic origin) All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East. |
| <input type="checkbox"/> Female | <input type="checkbox"/> Black | (Not of Hispanic origin) All persons having origins in any of the black racial groups of Africa. |
| | <input type="checkbox"/> Hispanic | All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. |
| | <input type="checkbox"/> Asian or Pacific Islander | All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. - This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa. |
| | <input type="checkbox"/> American Indian or Alaskan Native | All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition. |
|
<input type="checkbox"/> I do not wish to provide this information. | | |