

Human Resources

staff application for employment



Office of Human Resources

Campus Mail Box 1042

St. Edward's University

3001 South Congress Avenue

Austin, Texas 78704-6489

(512) 448-8541

The filing of this application and the university's acceptance thereof does not indicate there are positions open and in no way obligates the university. The information contained herein will be regarded as confidential and is, together with all attached papers, etc., the property of St. Edward's University. I understand that this employment application and any other university documents are not contracts of employment, and that any individual who is hired may voluntarily leave employment upon proper notice, and may be terminated by the employer at any time for any reason. I understand that any oral statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

The university pledges to comply fully with the non-discrimination provisions of all local, state and federal rules and guidelines pertaining to private higher educational institutions. No person shall, on the basis of race, religion, sex, national origin, age, handicap or disability (if otherwise qualified), citizenship or veteran status, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the policies or procedures of this university.

All employees must submit proof of employment eligibility and identity within three days of hire. Failure to submit such proof within the required time may result in employment termination.

VISION STATEMENT

St. Edward's University will educate students for the opportunities and challenges of a 21st century world.

Holy Cross, Catholic Heritage

Sustain an ever-deepening commitment to our Holy Cross, Catholic heritage.

Academic Challenge

Enable all our students to attain the fullest potential of their intellectual, personal and career goals.

Global Preparedness

Educate students who will be distinctive for their understanding of the world and its cultures and for being prepared to make significant contributions in an increasingly global world.

Resource Development

Develop and manage resources in support of our academic quality and global preparedness goals.

OPERATING PRINCIPLES

- We work through collaboration.
- We treat each other respectfully.
- We are a continually developing organization.
- We each take responsibility for excellence.
- We are dedicated to high standards of service.
- We have open communication across the university.
- We seek to understand and promote diversity.
- We are good stewards of our organizational resources.

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Position Applying For _____ **Job Number** _____

(To apply for more than one opening, please duplicate this application.)

Full-Time Part-Time Temporary Minimum salary requirements per month *(Do not leave blank)* _____

When will you be available for employment? _____ How long do you expect to remain in Austin? _____

Do you plan to enroll in St. Edward's? No Yes When _____

Print Name Last First Middle

Present Address Street & Number City State Zip Code

Home Telephone Work or Cell Phone E-mail Address

Other name(s) under which you have been employed _____

Have you ever been employed at St. Edward's University? _____ When? _____

Where and in what capacity? _____

Are you legally authorized to work in the United States? Yes No

Will you now or in the future require sponsorship for an immigration-related employment benefit?* Yes No

Have you ever served in the armed forces of the United States? _____

Approx. Dates _____ Specify Branch _____

Are you related by blood or marriage to any member of the Board of Trustees, faculty or staff of St. Edward's University?

If so, give name and relationship _____

Have you ever been convicted or received deferred adjudication for violating any law, other than minor traffic offenses?

Yes No If yes, give particulars _____

How did you first hear about this job opening? Statesman SEU web SEU job board

Texas Workforce Commission Chronicle of Higher Education Other _____

Education: Are you a high school graduate?

Yes – School _____ I have a GED No – I completed the _____ Grade

Name and address of technical, business, military or professional (non-college) school _____

Course of Study _____ Number of years completed _____ Certificate? _____

Colleges / Universities Attended *(Start with the most recent)*

School	Major	Number of credits earned	Graduated: Y/N	Degree Earned
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Special Skills, Qualifications, Honors, Awards, Fellowships, etc. _____

*For purposes of this question, "sponsorship for an immigration-related employment benefit" means "an H-1B visa petition, an O-1 visa petition, an E-3 visa petition, TN status and 'job flexibility benefits' (also known as I-140 portability or Adjustment of Status portability) for long-delayed adjustment of status applications that have been pending for 180 days or longer."

Experience: Start with your present or last position and work back. If you were ever employed in any position under a different name, give each position and the name used. Do we have permission to contact your current employer? No Yes

If you need additional space, please continue on a separate sheet of paper.

Name of the firm or organization _____ **Title** _____

From (Mo./Yr.) _____ To (Mo./Yr.) _____ Monthly Salary: Starting \$ _____ Final \$ _____

Job Duties _____

Street Address

City and State

Zip Code

Telephone Number _____ Name and title of immediate supervisor _____

Reason for leaving _____

Name of the firm or organization _____ **Title** _____

From (Mo./Yr.) _____ To (Mo./Yr.) _____ Monthly Salary: Starting \$ _____ Final \$ _____

Job Duties _____

Street Address

City and State

Zip Code

Telephone Number _____ Name and title of immediate supervisor _____

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Job Duties _____

Street Address

City and State

Zip Code

Telephone Number _____ Name and title of immediate supervisor _____

Reason for leaving _____

I certify that the statements made by me in this application are true, complete and correct to the best of my knowledge and belief, and are made in good faith. I understand that any false statements will void this application and any actions based on it. I authorize you to contact former employers and educational institutions. I understand that an employment and/or criminal history background check may be required prior to employment. I understand that employment is for no fixed term and may be ended by me or St. Edward's University at any time for any reason. I agree to immediately notify St. Edward's University if I am convicted of, receive deferred adjudication for, or otherwise plead guilty or no contest to a felony or any crime involving dishonesty or a breach of trust, while my application is pending or during my period of employment, if hired.

Signature of Applicant _____ **Date** _____

(Digital Signature Not Accepted)