

University of Illinois Springfield Application for Employment

Instructions

Please complete this form and return it to hremployment@uis.edu. Please refer to the position announcement for all required documents for the position. Please attach the required documents to the email when you return this form. Required documents may include a cover letter, transcript or diploma, certifications, professional licenses, military documentation, and names and contact information for references. Acceptable document types are .doc, .docx, .pdf, and .txt.

Contact Information

First Name:	
Last Name:	
Email:	

Job Information

Please provide the full title for the position you are applying to.

Job Title:	
Job Code (if known):	

Contact Details

Address Line 1:	
Address Line 2:	
City:	
State:	
Country:	
Zip Code:	
Phone Number:	

Employment History

Current or Most Recent Employment Information

Position Title:	
Organization or Employer Name:	
Start Date:	
End Date (if applicable):	
Hours Per Week:	

Duties:

Additional Employment History

Position Title:	
Organization or Employer Name:	
Start Date:	
End Date (if applicable):	
Hours Per Week:	

Duties:

If you have additional employment history that is relevant beyond what you've listed above, please include it in your resume or include the information in the body of your email.

Education History

Education Information

Institution/School Name:	
Degree Type:	
Major:	
Minor:	
Graduation Date:	

Additional Education Information

Institution/School Name:	
Degree Type:	
Major:	
Minor:	
Graduation Date:	

If you have additional educational items beyond what you've listed above, please include it in your resume or include the information in the body of your email.

Additional Questions

Do you have a Bachelor's Degree or higher?

Yes No

Do you have any relatives (related through blood or marriage) who work for the University of Illinois or who are on the Board of Trustees of the University of Illinois?

Yes No

If yes, please provide the following:

Relative Name(s) (If multiple, list all separated by a semicolon), their relationship to you (sibling, parent, child, etc.), and the department that they work in (if known):

Are you or have you ever been employed by the University of Illinois?

Yes No

Disclaimer

Please read the following text and if you agree, check the box labeled “I Agree” below.

I certify that to the best of my knowledge the information provided to the University of Illinois in my application is true and complete. I understand that false answers, statements or omissions of any information requested here shall be sufficient grounds for disqualification from employment or immediate termination of employment.

I understand that as a condition of my employment I may be required to undergo a medical examination and/or fitness to work assessment, including drug testing.

I give the University of Illinois permission to investigate my past educational record, criminal history background, employment history and related activities releasing persons, companies or agencies supplying such information from liability. Additionally, the University may verify whether I am prohibited from participation in federal or state health care programs due to fraud, abuse or misconduct. This participation extends to all mandated governmental exclusion listings. By submitting this application, I understand that my inclusion on a state or federal exclusion list may invalidate any offer of employment or require my immediate termination of employment.

Submitting this application to the University of Illinois does not obligate the University of Illinois, the State Universities Civil Service System, or any institution or agency served by it.

I agree

Submit Application

Please be sure that you have attach all required documents to your email and that your application is complete prior to sending. If you need to review the required documents, please refer to the position announcement. **Please send a copy of this form and all required documents to hremployment@uis.edu.**