



Merit System Application for Employment

Department Use Only

Veterans Preference
Submission Date:

Please type or print neatly with pen. Incomplete or illegible applications may not be considered.

Last Name		First Name	MI
Street Address		City	State Zip Code
Telephone Number(s)	Primary	_____	
	Alternate/Cell	_____	
Email address (required for background check)		_____	
May we contact you at work?			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, number	_____

Position(s) Applied For: (list search number and classification)

Please Note: Merit applications remain on file in Human Resource Services for six months from the date of receipt. It is your responsibility to maintain a current telephone number and address on your application. If after submitting your application, you would like to be considered for additional position(s), please call Human Resource Services at (319) 273-2422.

Are you currently enrolled at UNI? Yes No If yes, how many hours are you taking? _____ hours

Are you legally authorized to work in the U.S? Yes No

If no, please explain _____

Selected candidate must provide documentation of eligibility to work in the United States.

If the job requires it

Do you have a valid driver's license? Yes - expiration date _____ No

Do you have a valid commercial driver's license? Yes - expiration date _____ No

Do you have a valid chauffeur's license? Yes - expiration date _____ No

UNI actively seeks to enhance diversity and is an Equal Opportunity/Affirmative Action employer. The University encourages applications from persons of color, women, individuals living with disabilities, and veterans. All qualified applicants will receive consideration for employment without regard to age, color, creed, disability, ethnicity, gender identity, genetic information, marital status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, veteran or military status, or any other basis protected by federal and/or state law.

Revised 11/2021

Are you now, or have you ever been, employed by the University of Northern Iowa, another Iowa Board of Regents' institution, or other state of Iowa agency? Yes No

If yes, state name of institution/agency, position(s) held, and dates of employment

Institution/Agency _____ Mo/Yr: _____ to Mo/Yr: _____

Job Title(s) _____

Are you related to anyone currently employed at UNI? Yes No

If yes, indicate name, department, and relationship _____

This information is requested for purposes of ensuring compliance with the Iowa Board of Regents and UNI's nepotism policies.

Are you currently employed? Yes No

May we contact your present employer as a reference? Yes No

If no, please explain _____

Date available for employment _____

Work schedule you would be willing to consider (check all that apply)

- | | | |
|------------------------------------|---|--|
| <input type="checkbox"/> Full Time | <input type="checkbox"/> 9 Months (generally follows academic year) | <input type="checkbox"/> 1 st Shift |
| <input type="checkbox"/> Part Time | <input type="checkbox"/> 10 Months | <input type="checkbox"/> 2 nd Shift |
| <input type="checkbox"/> Temporary | <input type="checkbox"/> 11 Months | <input type="checkbox"/> 3 rd Shift |
| | <input type="checkbox"/> 12 Months | <input type="checkbox"/> Swing Shift |

Education and Training

School Attended	Name of School and Location	Did You Graduate?	Degree/Diploma or Certificate	Major Course of Study
(Check One) <input type="checkbox"/> High School <input type="checkbox"/> GED		<input type="checkbox"/> Yes <input type="checkbox"/> No		N/A
College or University		<input type="checkbox"/> Yes <input type="checkbox"/> No Number of hours completed _____		
College or University		<input type="checkbox"/> Yes <input type="checkbox"/> No Number of hours completed _____		
Other		<input type="checkbox"/> Yes <input type="checkbox"/> No Number of hours completed _____		

Employment Experience

A cover letter and resume may be included but cannot be substituted for the required information on the application.

Start with your current or most recent job. You do not need to include employment prior to the last 10 years unless you believe it is related to the job(s) for which you are applying. If you have other relevant job experience prior to that, indicate length of time you performed the work. Include any job-related military service assignments and volunteer activities. Please respond to the following information completely.

Employer	Dates Employed (Month/Year)		Job Title
	From	To	
Address / City / State	Hours Worked Per Week		Duties / Responsibilities
Telephone Number(s)	Supervisor		
Reason For Leaving			
Specialized Training, Certifications, Programs or Skills Utilized			

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Telephone Number(s)	Supervisor		
Reason For Leaving			
Specialized Training, Certifications, Programs or Skills Utilized			

Please attach additional information you feel may be helpful in the assessment of your application including any specialized training, certifications, skills or experiences not previously noted. If you require additional space to list your employment for the past ten years, please attach an extra page.

Professional Work References (please list three)

Name	Phone Number		
E-mail Address	Work Relationship		
Home Address	City	State	Zip Code

Name	Phone Number		
E-mail Address	Work Relationship		
Home Address	City	State	Zip Code

Name	Phone Number		
E-mail Address	Work Relationship		
Home Address	City	State	Zip Code

Applicant's Statement (Required to Sign and Date Application)

IMPORTANT: PLEASE READ AND SIGN

By my signature below, I certify and affirm that all information provided in this application of employment, as well as any accompanying resume, is true and complete. I understand that any false statement or omission of facts may be sufficient cause, in and of itself, to disqualify me from further consideration for employment and if learned after my employment, may be justification for dismissal when discovered. I authorize the University of Northern Iowa or its agent to investigate my employment and education history, and to conduct necessary background checks if required for the position for which I am being considered. I authorize any persons, companies, corporations and/or educational institutions with whom I have been associated to furnish the University of Northern Iowa with true and accurate information concerning my employment and education, and I hereby release any and all of them from all liability for furnishing such information.

Date _____ Applicant's Signature _____

Information requested on this form is required for the purpose of consideration for employment. Failure to provide this information may prevent the processing of your request for employment. This information is not routinely provided outside the university, except for public record purposes.