

EDUCATION and TRAINING

	Name of School	Graduated (Yes/No)	Number of Years Completed	Degree Earned
High School				
College or University				
Vocational				
Other				

EMPLOYMENT/VOLUNTEER WORK EXPERIENCE

List below all present and past employment and/or volunteer work experience, starting with your most recent work experience, for the last FIVE years. Please account for all periods of unemployment. You must complete this section even if attaching a resume. Please attach additional pages, as appropriate.

Company Name Number	(Present or Most Recent Employer)	Address	Telephone ()
Period of Employment: Gross) (State Month & Year)	From	To	Salary: \$ _____ (Per Month
Position(s) Held:	Supervisor's Name and Position		
Describe your significant duties:			
May we contact this Employer?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Reason for leaving:
Company Name Number		Address	Telephone ()
Period of Employment: Gross) (State Month & Year)	From	To	Salary: \$ _____ (Per Month
Position(s) Held:	Supervisor's Name and Position		
Describe your significant duties:			
May we contact this Employer?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Reason for leaving:

REFERENCES

List below three persons not related to you who have knowledge of your work performance within the last three years.

First	MI	Last	Telephone and e-mail	Occupation	No of years acquainted

Please Read Carefully, Initial Each Paragraph and Sign Below:

Initial	Smoking is prohibited in all indoor areas of the Research Foundation. Smoking is permitted only in designated outdoor smoking areas that have been established in accordance with applicable state and local laws.
Initial	Maryland Applicants: I UNDERSTAND THAT UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT OR CONTINUED EMPLOYMENT, THAT ANY INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.
Initial	Massachusetts Applicants: I understand that it is unlawful in Massachusetts to require or administer a lied detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.
Initial	I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.
Initial	I hereby authorize the San Jose State University Research Foundation, through its internal personnel, to thoroughly investigate my references, work record, education and other matters related to my suitability for employment. This includes, but is not limited to, social network postings on Twitter and Facebook, among others. I further authorize the references I have listed to disclose to the Research Foundation any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Research Foundation, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure. I agree to complete the requisite authorization forms for any background investigation that may need to be conducted by the Research Foundation.
Initial	I recognize that this employment application is not an offer of employment. I understand and agree that if I become employed, my employment is “at will, that is, that both the Research Foundation and I are free to terminate the employment relationship at any time, with or without cause, and with or without advance notice. I understand that this “at will” employment relationship can <u>only</u> be changed by an express written contract, signed by the Chief Operating Officer of the Research Foundation. I understand that, unless my employment is subject to such a written contract, the “at will” employment policy is the sole and entire agreement that exists between me and the Research Foundation as to the duration of employment and the circumstances under which employment may be terminated.
Initial	Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by the Research Foundation, I am entitled to copies of any such public records obtained by the Research Foundation unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below. <input type="checkbox"/> I waive receipt of a copy of any public record described in the paragraph above.

Signature of Applicant: _____

Date: _____

CRIMINAL HISTORY INFORMATION INSTRUCTIONS

California Applicants: See application

Connecticut Applicants: Do not identify any arrest, criminal charge or conviction the records of which have been erased by a court based on sections 46b-146, 54-76o or 54-142a of the Connecticut General Statutes. Criminal records subject to erasure under these sections are records concerning a finding of delinquency or the fact that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that has been dismissed or not prosecuted, a criminal charge for which the person was found not guilty, or a conviction for which the offender received an absolute pardon. Any person whose criminal records have been judicially erased under one or more of these sections is deemed to have never been arrested within the meaning of the law as it applies to the particular proceedings that have been erased, and may so swear under oath.

District of Columbia Applicants: Do not identify convictions entered by the court more than 10 years ago.

Georgia Applicants: Do not identify any verdict or plea of guilty or nolo contendere that was discharged by the court under Georgia's First Offender Act.

Hawaii Applicants: Do not answer these questions at this time. You will only have to answer these questions if you receive a conditional offer of employment. At that time you will be asked whether you have been convicted of a crime within the past ten (10) years, excluding any period of time when you were in jail.

Illinois Applicants: Do not answer the question regarding charges currently pending and awaiting disposition. In addition, under Illinois law, applicants are to be specifically notified that they are not obligated to disclose sealed or expunged records of conviction or arrest.

Massachusetts Applicants: You will only have to answer these questions if and when you are selected for an interview. If you are selected for an interview and asked about your conviction, the following limitations will apply to you. An applicant for employment with a sealed record on file with the Commissioner of Probation may answer "no record" with respect to an inquiry herein relative to prior arrests, criminal court appearances, or convictions. In addition, an applicant for employment may answer "no record" with respect to any inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the superior court for criminal prosecution. Massachusetts applicants should not disclose information regarding first-time misdemeanor convictions for drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace. Massachusetts applicants should not disclose convictions for other misdemeanors where the date of conviction or the end of any period of incarceration was more than five years ago unless there have been subsequent convictions within those five years. Finally, do not identify any charges that are currently pending or awaiting disposition.

Michigan Applicants: Michigan applicants need not identify any pending misdemeanor charges.

Nebraska Applicants: Nebraska law requires applicants to be specifically notified that they are not required to disclose a sealed juvenile record or sentence.

Nevada Applicants: You applicants need to disclose all felony convictions but may limit misdemeanor convictions to those that occurred within the last seven years and which resulted in imprisonment. In addition, the discharge and dismissal of certain first time drug offenses, after the accused has completed probation and any required treatment or educational programs, does not constitute a conviction for purposes of employment. An applicant may not be held guilty of perjury or for giving a false statement for failing to acknowledge or disclose the arrest, indictment or trial in response to any inquiry.

New York Applicants: You may answer "no record" concerning any criminal proceeding that terminated in your favor, per section 160.50 of the New York Criminal Procedure Law; any criminal proceeding that terminated in a "youthful offender adjudication," as defined in section 720.35 of the New York Criminal Procedure Law; and any conviction for a "violation" that already has been sealed by the court, per section 160.55 of the New York Criminal Procedure Law.

Rhode Island Applicants: Do not answer the question regarding charges currently pending and awaiting disposition.

Washington Applicants: Do not identify any conviction entered by the court more than 10 years ago unless some period of incarceration resulting from that conviction took place within the last ten years.

Summary Data Sheet

To the Applicant:

As an Equal Opportunity Employer and federal contractor, the San Jose State University Research Foundation is required by applicable laws to compile summary data on the sex, ethnicity, disability status and veteran status of applicants for Research Foundation positions. For the purpose of statistical analysis only, we are requesting that you complete and return this form with your application.

It must be clearly understood that you have the option of supplying or not supplying the information requested below. Completion of this form is completely voluntary. Refusal to complete this information will not adversely affect your application. Likewise, this information, if provided, will neither enhance nor will it detract from your opportunity for employment with the San Jose State University Research Foundation. Further, this sheet will be detached from your application and maintained in a confidential file separate from other records. The information provided on this form will not become a part of any personnel file, nor will it be made available to those making employment decisions.

Position Applied For:	Date:
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Sex:	<input type="checkbox"/> Male	<input type="checkbox"/> Female
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Race/Ethnicity:	
<input type="checkbox"/>	Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
<input type="checkbox"/>	White (Not Hispanic or Latino): A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
<input type="checkbox"/>	Black or African American (Not Hispanic or Latino): A person having origins in any of the black racial groups of Africa.
<input type="checkbox"/>	Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino): A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
<input type="checkbox"/>	Asian (Not Hispanic or Latino): 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.
<input type="checkbox"/>	American Indian or Alaskan Native (Not Hispanic or Latino): A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
<input type="checkbox"/>	Two or More Races (Not Hispanic or Latino): All persons who identify with more than one of the above five races.

Veteran Status (check all that apply to you):

- Newly Separated Veteran:** A person who has been discharged or released from active duty within three-years of the expected start date. Date of discharge or release:
- Vietnam-Era Veteran:** A person who (a) served on active duty for a period of more than 180 days, and was discharged or released therefrom with other than a dishonorable discharge, if any part of such active duty occurred: (i) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (ii) between August 5, 1964, and May 7, 1975, in all other cases; or (b) was discharged or released from active duty for a service connected disability if any part of such active duty was performed (i) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (ii) between August 5, 1964, and May 7, 1975, in any other location.
- Special Disabled Veteran:** A person who (a) is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Department of Veterans Affairs for a disability (i) rated at 30 percent or more, or (ii) rated at 10 or 20 percent in the case of a veteran who has been determined under Section 3106 of Title 38, U.S.C. to have a serious employment handicap, or (b) was discharged or released from active duty because of a service-connected disability.
- Other Protected Veteran:** A person who served on active duty during a war or in a campaign or expedition for which a campaign badge is authorized and was discharged or released from such duty with other than a dishonorable discharge.

Do you consider yourself an individual with a disability? An “individual with a disability” means any person who has a physical or mental impairment that substantially limits one or more of such person’s major life activities; has a record of such a physical or mental impairment; or is regarded as having such a physical or mental impairment. With regard to employment, a disability is “substantially limiting” if it is likely to cause difficulty in securing, retaining or advancing in employment

No **Yes**

If yes, do you require an accommodation for your disability? If you require an accommodation, please specify the required accommodation:

How did you learn about this vacancy?	
<input type="checkbox"/> Newspaper advertising (If so, which newspaper?)	<input type="checkbox"/> Internet (Please specify web site)
<input type="checkbox"/> Research Foundation posting (If so, where posted?)	<input type="checkbox"/> SJSU Career Center site
<input type="checkbox"/> Research Foundation staff member referral (Name of staff member: _____)	<input type="checkbox"/> Other

Thank you for your participation.