

**Employment Application**

Requisition #:	Application Date:
Job Title:	

**Applicant Information**

Full Name: \_\_\_\_\_ UFID: \_\_\_\_\_  

Last
First
M.I.

Address: \_\_\_\_\_  

Street Address
Apartment/Unit #
City
State
Zip Code

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Have you ever worked at the University of Florida or another state of Florida Agency?  
 YES  NO

Do you have any relative/family members working at the University of Florida? YES  NO   
*(Answer is used to comply with the University's policy on nepotism and does not provide preference in hiring.)*

Are you presently eligible to work in the United States?  
 YES  NO

If yes, indicate names & department  
 \_\_\_\_\_

If you are a male between the ages of 18 – 25, are you registered for selective service?  
 YES  NO  N/A

Does anyone living with you (family, friend, partner, renter, etc.) work at the University of Florida? YES  NO   
*(Answer is used to comply with the University's policy on nepotism and does not provide preference in hiring.)*

If yes, indicate names & department  
 \_\_\_\_\_

**Education**

High School: \_\_\_\_\_ City/State: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ City/State: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

**Employment Experience (Begin with most recent)**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

## Agreement

I certify that my application for employment is true and complete to the best of my knowledge and that all materials provided in support of my application are a complete and accurate description of my work experience, education, and background. I understand that any false statements or omissions made by me on this form, my application, or any supplementary or subsequently submitted materials may be grounds for disqualification from any employment opportunities at the University of Florida or its affiliated organizations. I authorize and release the University of Florida to verify all information submitted in support of my application for employment. I further acknowledge that should I be selected for hire, I will be required to provide additional information including but not limited to current and pending funding, professional affiliations and related professional activities. I understand that UF Human Resources collects social security numbers in compliance with federal and state laws for employment verification and certain benefits providers. For information, please visit [Social Security Number Privacy](https://privacy.ufl.edu/privacy/social-security-number-privacy/), <https://privacy.ufl.edu/privacy/social-security-number-privacy/>

I understand that all employees of the University are required to report each existing outside activity or financial interest and potential conflicts of interests and are subject to obtaining approval of these activities from the Office of Conflict of Interest. A conflict exists when outside activity or financial interest could potentially interfere with professional obligations to the University. To learn about conflicts of interest, visit [Conflicts of Interest Program](https://coi.ufl.edu), <https://coi.ufl.edu>.

BY SIGNING BELOW, I certify that I have read and agree with these statements.

\_\_\_\_\_

Print Applicant's Name

\_\_\_\_\_

Applicant's Signature

\_\_\_\_\_

Date

The University of Florida is an Equal Employment Opportunity Employer. With appropriate notice, reasonable accommodations will be made in the employment process for individuals with disabilities.

## Voluntary Demographic Data

Gender:	<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Not Disclosed
Are you Hispanic or Latino	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Disclosed
Race:	<input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Not Disclosed
<i>*If you have identified yourself as Hispanic or Latino, you are not required to select an additional category.</i>	

## Voluntary Self Identification of Protected Veteran Status

This employer is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans.

These classifications are defined as follows:

- A “**disabled veteran**” is one of the following:
  - A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or
  - A person who was discharged or released from active duty because of a service-connected disability.
- A “**recently separated veteran**” means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
- An “**active duty wartime or campaign badge veteran**” means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
- An “**Armed Forces service medal veteran**” means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Protected veterans may have additional rights under USERRA—the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free, at 1-866-4- USA-DOL.

If you believe you belong to any of the categories of protected veterans listed above, please indicate by checking the appropriate box below. As a Government contractor subject to VEVRAA, we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA.

**Please check one of the boxes below:**

- I identify as one or more of the classifications of protected veteran listed above.
- I am not a protected veteran.

## Voluntary Self Identification of Disability

Form CC-305  
OMB Control Number 1250-0005  
Expires 5/31/2023  
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### Why are you being asked to complete this form?

We are a federal contractor or subcontractor required by law to provide equal employment opportunity to qualified people with disabilities. We are also required to measure our progress toward having at least 7% of our workforce be individuals with disabilities. To do this, we must ask applicants and employees if they have a disability or have ever had a disability. Because a person may become disabled at any time, we ask all of our employees to update their information at least every five years.

Identifying yourself as an individual with a disability is voluntary, and we hope that you will choose to do so. Your answer will be maintained confidentially and not be seen by selecting officials or anyone else involved in making personnel decisions. Completing the form will not negatively impact you in any way, regardless of whether you have self-identified in the past. For more information about this form or the equal employment obligations of federal contractors under Section 503 of the Rehabilitation Act, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at [www.dol.gov/ofccp](http://www.dol.gov/ofccp).

### How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Impairments requiring the use of a wheelchair
- Post-traumatic Stress Disorder (PTSD)
- Deafness
- Cancer
- Missing limbs or partially missing limbs
- Bipolar Disorder
- Cerebral Palsy
- Epilepsy
- Diabetes
- Intellectual disability (previously called mental retardation)
- Autism
- HIV/AIDS
- Schizophrenia
- Major Depression
- Multiple Sclerosis (MS)
- Obsessive Compulsive Disorder
- Muscular Dystrophy

**Please check one of the boxes below:**

- Yes, I have a disability, or have a history/record of having a disability
- No, I do not have a disability, or have a history/record of having a disability
- I don't wish to answer

**PUBLIC BURDEN STATEMENT:** According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Date

## Application Notice

### E-Verify Notice

University of Florida is a participant of the E-Verify program. This is a federal program requires federal contractors to verify an employee's eligibility to be employed in U.S. through an internet-based system administered by the Department of Homeland Security (DHS) partnering with the Social Security Administration (SSA). Additional information about UF's participation in E-Verify or free electronic posters can be found at [www.hr.ufl.edu/recruitment/everify](http://www.hr.ufl.edu/recruitment/everify).

## Disclosure of Campus Security Policy and Campus Crime Statistics

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the university makes available to prospective employees its annual security and fire safety report.

The report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by the University of Florida, and on public property within or immediately adjacent to and accessible from the UF campus. It also includes institutional policies concerning campus security such as policies regarding alcohol and drug use, crime prevention, sexual assault, the reporting of crimes, and other personal and property safety issues. The report is available for review by accessing the University of Florida Police Department website at <http://www.police.ufl.edu/misc/together.asp>. Hard copy requests may be made by e-mail to [upinfo@admin.ufl.edu](mailto:upinfo@admin.ufl.edu), or by mail to University of Florida Police Department, P.O. Box 112150, Gainesville, FL 32611-2150.