



University of Central Florida

Administrative and Professional Employment Application

Mailing Address:

University of Central Florida
Human Resources
12565 Research Parkway, Suite 360
Orlando, FL 32826-2912
Phone: (407) 823-2771

Job Vacancy Web Site: <http://www.ucf.edu/jobs/vacancies/>
Human Resources Web Site: <http://www.hr.ucf.edu>

The University of Central Florida is an Equal Opportunity/Equal Access/Affirmative Action employer. Applicants with a disability who need accommodation during the employment process should notify Human Resources at (407)823-2771.

Please indicate the position number, title, and department as stated in the job announcement or classified advertisement.

Mail application to Department/Search Committee listed in advertisement/website.

Position No.: _____ **Title:** _____ **Department:** _____

How did you hear about this position? _____

Applicants who need accommodation in completing this application should notify Human Resources at (407) 823-2771.

If further information is needed regarding the position or if you wish to know the status of your application, contact the department directly.

Name: _____ Home Number: () _____
Last First MI

Work Number: () _____
Where you can be reached between 8:00am and 5:00pm

Mailing Address: _____
City State Zip

Email address: _____ U.S. Citizen? Yes No

If no, are you authorized to work in the United States? Yes No

If previously employed by the State of Florida or the State University system, please specify where:

Federal Law required proof of right to work in the U.S. within 3 days of employment.

EMPLOYMENT HISTORY

All applicants must submit a resume as a supplement to a signed application indicating details of employment history such as responsibilities, etc. Begin with your present (most recent) position and record all previous periods of employment to include all job titles held within the same department or company. Describe assignments in detail, and give the names and addresses of employers. Use additional sheets if necessary.

Employer	Mailing Address		Phone #
			()
Job Title	Dates Employed From To	Supervisor's Name/Title	Hrs per wk Number Supervised
Reason(s) for Leaving			
Employer	Mailing Address		Phone #
			()
Job Title	Dates Employed From To	Supervisor's Name/Title	Hrs per wk Number Supervised
Reason(s) for Leaving			
Employer	Mailing Address		Phone #
			()
Job Title	Dates Employed From To	Supervisor's Name/Title	Hrs per wk Number Supervised
Reason(s) for Leaving			

EDUCATION HISTORY

Names and Locations of Colleges and Universities Attended. Include all undergraduate and graduate institutions. Use added pages if necessary. For "Type of Degree Received," list on degrees from *officially accredited institutions*. * Applicants selected for hire will be required to submit their original transcript(s) and/or degree to Human Resources within 30 days of job offer.

Name of Institution	Dates Attended	Credit Hours	Major/Minor	Type of Degree Received*
_____	from: _____ to: _____	_____	_____	_____
_____	from: _____ to: _____	_____	_____	_____
_____	from: _____ to: _____	_____	_____	_____
_____	from: _____ to: _____	_____	_____	_____

* According to Florida law, F.S. 817.567, no person in the state may claim to possess an academic degree unless specified accreditation requirements are met. Violation of this is a misdemeanor of the first degree, subject to prescribed penalties. The University of Central Florida accepts degrees only from institutions accredited by a regional or professional agency recognized by the United States Department of Education or the Commission on Recognition of Postsecondary Accreditation.

BACKGROUND INFORMATION

ALL QUESTIONS WITHIN THIS BACKGROUND SECTION MUST BE ANSWEREDNOTE: A "yes" answer to these questions will not automatically bar you from employment. The nature, job relatedness, severity, and date of the offense in relation to the position for which you are applying are considered.

As it relates to a criminal offense felony or first-degree misdemeanor, have you ever been convicted, pled nolo contendere (no contest), been placed on probation, enrolled in a pretrial diversion program or had adjudication withheld. **YES** **NO** If yes, give details below:

Charges: _____ Date of conviction/adjudication: _____

Disposition: _____

Court Location: _____

Are there any criminal charges now pending against you other than non-criminal traffic violations: **YES** **NO**

Charges: _____

Date: _____ Where: _____

Have you been convicted of a felony for the sale or trafficking in or conspiracy to sell or traffic in a controlled substance committed on or after October 1990? **YES** **NO**

APPLICANT ACKNOWLEDGMENT

Section 7 of Public Law 2001-43 requires participation in direct deposit for USPS, A&P, & Faculty employees as a condition of employment. Selected candidates will be required to complete an application for Direct Deposit at the time of Payroll sign-in.

I hereby authorize the University of Central Florida to verify all information contained in this application and any supplement(s) hereto. I certify that the above statements are true and complete to the best of my knowledge. I further understand that any false statements made by me on this application, or any supplement(s) hereto, may be grounds for rejection from consideration for further employment or immediate discharge.

*Employees of all Public Employers in the State of Florida are required to take an Oath of Loyalty to the United States and the State of Florida
Incomplete applications may not be processed.*

Applicant Signature: _____ Date: _____

Print Name: _____

For all applicants: A Campus Public Safety and Police Report can be obtained in the HR office or at <http://www.police.ucf.edu/>