

APPLICATION FOR EMPLOYMENT

The filing of this application and the acceptance thereof does not indicate that there are positions open, and it in no way obligates Southern Illinois University or the State Universities Civil Service System. The information contained herein will be considered confidential and is, together with all attached transcripts, etc., the property of Southern Illinois University Carbondale. It will be to the applicant's advantage to answer each question fully, accurately, and honestly. All positions under the Regulations of the State Universities Civil Service System of Illinois will be filled in accordance with those regulations.

It is the policy of Southern Illinois University Carbondale to provide equal employment and educational opportunities for all qualified persons without regard to race, color, religion, sex, national origin, age, disability, status as a protected veteran, sexual orientation, or marital status.

Federal law obligates us to provide reasonable accommodation to the known disabilities of applicants, unless to do so would pose an undue hardship. Please feel free to let us know if you need an accommodation to complete the employment process.

In accordance with Public Act 87-384, former SIUC employees returning to employment within 30 days of the termination of previous SIUC employment must as a condition of employment, repay the lump sum payment received for accrued vacation and sick leave.

Please Type or Print in black ink only

BIOGRAPHICAL DATA

Social Security Number*

Last Name

First Name

Middle Name

Mailing Address (Street number and name)

City

State

County

Zip

(Area Code)Home Phone

(Area Code)Business Phone

Email Address

Birth Date (Respond only if you are under 18.)

Have you taken any examinations under the State Universities Civil Service System of Illinois?

Yes No

Are you a citizen of the United States or do you have a visa that permits you to work in the United States on a full time on going basis?

Yes No

Type of work desired

Type of employment

Date Available

Full-time Part-time Either

Are you in default, for a period of six months or more and in an amount of \$600 or more, on the repayment of an educational loan guaranteed by the Illinois Student Assistance Commission or made from state or federal funds for the purpose of your attendance at an institution of higher education in Illinois? Yes No

Have you ever pled or been adjudicated guilty of a misdemeanor or a felony? If yes, explain below. Yes No

A conviction record will not necessary be a bar to employment; factors such as age at the time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account in terms of the position applied for. Misrepresentation or omission of facts in your response to this question may be cause for rejection of your application or termination of employment.

Have you ever been disciplined or discharged for sexual harassment, fighting, assault or related offenses? Yes No

Have you ever been suspended or discharged from any position? Yes No If yes to either question, explain below:

A copy of the Jeanne Clery Annual Report can be found at <https://dps.siu.edu/>. For a paper copy, contact the Department of Public Safety, MC 6713.

*Social security number is requested on this form to facilitate recordkeeping and to minimize efforts and errors in reference to other records which require its use. Disclosure is strictly voluntary, and may be refused without penalty. If provided, it may be removed at any time at your request.

EDUCATION AND TRAINING

Select HIGHEST grade/level completed from dropdown list:

GRADE SCHOOL

HIGH SCHOOL

COLLEGE

School	Name and Address	Major and minor area of study	No. of sem/qtr hrs. (specify)	Type of degree	Did you graduate?
--------	------------------	-------------------------------	-------------------------------	----------------	-------------------

College: _____

College: _____

Business or Tech School: _____

Please indicate which of the following skills, experience, etc. you have:

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> Typing-wpm | <input type="checkbox"/> Word Processing | <input type="checkbox"/> Computer Programming (specify): _____ | <input type="checkbox"/> Foreign Language(s) (specify): _____ |
| <input type="checkbox"/> Shorthand-wpm | <input type="checkbox"/> Cashiering | | |
| <input type="checkbox"/> Accounting/Bookkeeping | <input type="checkbox"/> Data Entry | | |
| <input type="checkbox"/> Use of transcription equipment | <input type="checkbox"/> Valid Illinois Drivers License, Class _____ | Expiration Date _____ | |

List any technical or professional registrations, certifications, and/or licenses which you possess (include expiration dates):

- 1.
- 2.
- 3.
- 4.
- 5.

EMPLOYMENT HISTORY

PLEASE LIST ACCURATELY YOUR EMPLOYMENT HISTORY, INCLUDING MILITARY SERVICE. BEGIN WITH YOUR PRESENT OR MOST RECENT JOB. ALSO LIST PERIODS OF UNEMPLOYMENT OF TWO OR MORE MONTHS. RELEVANT VOLUNTEER EXPERIENCE SHOULD BE INCLUDED. USE ADDITIONAL SHEET(S) IF NECESSARY.

Current or last employer	Address		
Job title	Supervisor's name	Number supervised by you	
Beginning date (mo.,yr.)	Ending date (mo.,yr.)	Reason for leaving	May we contact employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Full time		Part time*	
years	months	years	months
_____	_____	_____	_____

*If part time number of hours worked per week _____

Duties:

Employer		Address							
Job title		Supervisor's name	Number supervised by you						
Beginning date (mo.,yr.)	Ending date (mo.,yr.)	Reason for leaving	May we contact employer? <input type="checkbox"/> Yes <input type="checkbox"/> No						
<table style="width:100%; border: none;"> <tr> <td style="width:50%; border: none;">Full time</td> <td style="width:50%; border: none;">Part time*</td> </tr> <tr> <td style="border: none;">years months</td> <td style="border: none;">years months</td> </tr> <tr> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> </table>		Full time	Part time*	years months	years months	_____	_____	Duties:	
Full time	Part time*								
years months	years months								
_____	_____								
*If part time number of hours worked per week _____									

Employer		Address							
Job title		Supervisor's name	Number supervised by you						
Beginning date (mo.,yr.)	Ending date (mo.,yr.)	Reason for leaving	May we contact employer? <input type="checkbox"/> Yes <input type="checkbox"/> No						
<table style="width:100%; border: none;"> <tr> <td style="width:50%; border: none;">Full time</td> <td style="width:50%; border: none;">Part time*</td> </tr> <tr> <td style="border: none;">years months</td> <td style="border: none;">years months</td> </tr> <tr> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> </table>		Full time	Part time*	years months	years months	_____	_____	Duties:	
Full time	Part time*								
years months	years months								
_____	_____								
*If part time number of hours worked per week _____									

Employer		Address							
Job title		Supervisor's name	Number supervised by you						
Beginning date (mo.,yr.)	Ending date (mo.,yr.)	Reason for leaving	May we contact employer? <input type="checkbox"/> Yes <input type="checkbox"/> No						
<table style="width:100%; border: none;"> <tr> <td style="width:50%; border: none;">Full time</td> <td style="width:50%; border: none;">Part time*</td> </tr> <tr> <td style="border: none;">years months</td> <td style="border: none;">years months</td> </tr> <tr> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> </table>		Full time	Part time*	years months	years months	_____	_____	Duties:	
Full time	Part time*								
years months	years months								
_____	_____								
*If part time number of hours worked per week _____									

Employer

Address

Job title

Supervisor's name

Number supervised by you

Beginning date (mo.,yr.)

Ending date (mo.,yr.)

Reason for leaving

May we contact employer?

Yes

No

Duties:

Full time

Part time*

years months

years months

*If part time number of hours worked per week

I hereby affirm that my answers to the foregoing questions are true and correct, and I understand that misrepresentation or omission of facts called for in this application, other University records, or during the interview process may be cause for rejection of application or immediate discharge from a civil service position, if I am hired, regardless of when discovered.

I voluntarily give Southern Illinois University Carbondale the right to make a thorough investigation of my past employment, education and job-related activities. I also agree to cooperate in such investigation, and release from all liability or responsibility all persons, companies or corporations supplying such information. Additionally, I authorize the release of my employment record, in whole or in part, to any prospective employer, government agency, or other party. I also understand that a criminal conviction background investigation may be required for certain security-sensitive positions.

I consent to taking a pre-employment physical examination and such future physical examinations as may be required in accordance with the University policy on Medical Certification, Examination, and Inoculation. I also understand that some positions require pre-employment drug testing and periodic drug and alcohol testing.

I further understand that my employment would be conditioned upon my compliance with applicable provisions of the Immigration Reform and Control Act of 1986. This federal law requires all employers to verify the identity and employment eligibility of every individual hired within three working days of the date of hire. Job applicants should make every effort to obtain the required documents as soon as possible.

I understand that it is my responsibility to keep this application updated as changes occur.

SIGNED

DATE:

PLEASE KEEP US ADVISED OF ANY CHANGE IN YOUR ADDRESS, INTEREST, OR AVAILABILITY.

FOR HUMAN RESOURCES OFFICE USE ONLY

Veteran's preference verification

Dates served from

Dates served to

Type of discharge

Eligible?

Comment:

Yes No

Yes No

APPLICATION/CHECKLIST FOR VETERAN'S PREFERENCE

Name _____

Soc Sec No _____

Name of Veteran _____

Veteran's Soc Sec No _____

Check one: I am not eligible for veteran's preference.
 I am eligible for veteran's preference as indicated.

- | Points | Criteria |
|------------------------------------|--|
| <input type="checkbox"/> 10 points | Purple Heart recipient |
| <input type="checkbox"/> 10 points | Veteran with a service-connected disability |
| <input type="checkbox"/> 10 points | Surviving unremarried spouse of a veteran who has suffered a service-connected death |
| <input type="checkbox"/> 10 points | Spouse of a veteran who suffered a service-connected disability that disqualifies the veteran from employment |
| <input type="checkbox"/> 10 points | Parent of an unmarried veteran who suffered a service-connected death |
| <input type="checkbox"/> 10 points | Parent of an unmarried veteran who suffered a service-connected disability that disqualifies the veteran from employment |

If requesting preference as the parent of a veteran, list names of both parents: _____

I understand that only one parent is entitled to benefit from the veteran's preference. I certify that the other parent of the above named veteran has not received a civil service appointment using the veteran's preference. I further understand that I will lose the preference points in the event this does occur.

I hereby affirm that this information is true and correct, and I understand that misrepresentation or omission of facts may be cause for rejection of application or suspension from a civil service position.

Signature _____ Date _____

- | Points | Criteria |
|-----------------------------------|--|
| <input type="checkbox"/> 5 points | Honorably discharged veteran who served during a time of hostilities under one or more of the following conditions:
- for a total of at least 6 months
- for the duration of hostilities regardless of the length of the engagement
- discharged on the basis of hardship |
| <input type="checkbox"/> 3 points | Honorably discharged peace time veteran who has served in the US armed forces, Illinois National Guard, or reserves under one or more of the following conditions:
- for a total of at least 6 months
- discharged on the basis of hardship |
| <input type="checkbox"/> 3 points | Active member of the Illinois National Guard or the reserves who has served for at least 6 months |

Periods of Hostility

April 6, 1917 - November 11, 1918	WWI
December 7, 1941 - December 31, 1946	WWII
June 27, 1950 - January 31, 1955	Korea
February 28, 1961 - May 7, 1975	Vietnam
October 23, 1983 - November 21, 1983	Grenada
June 6, 1983 - December 1, 1987	Lebanon
December 20, 1989 - January 1, 1990	Panama
August 2, 1990 - November 30, 1995	Persian Gulf
September 11, 2001 - to the present	War on Terrorism

For Human Resources Use Only

Marriage Certificate Verified _____

OR Birth Certificate Verified _____

Disability Verified _____

OR Death Certificate Verified _____

Nature of Service Connected Disability _____

Date of Death _____

Approved by _____

DD214 Verified _____

Date _____

VOLUNTARY INFORMATION

Application for Civil Service Employment

Southern Illinois University Carbondale is required by the federal government to submit certain information about applicants to ensure our compliance with equal employment opportunity regulations and to monitor the University Affirmative Action Program. Submission of this information is strictly voluntary on your part.

Name	Date
------	------

Are you Hispanic or Latino? Yes No

Race (one or more):

- American Indian or Alaskan Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

Sex:

- Female
- Male

Are you a veteran?

- Yes
- No

Are you a Vietnam era veteran (served more than 180 days on active duty between February 28, 1961 and May 7, 1975)?

- Yes
- No

NON-ACADEMIC EMPLOYMENT PROCEDURES
Human Resources
Southern Illinois University
Carbondale, Illinois

All non-academic positions at Southern Illinois University Carbondale are subject to the provisions of the statute and rules of the State Universities Civil Service System of Illinois.

It is the policy of Southern Illinois University Carbondale to provide equal employment and educational opportunities for all qualified persons without regard to race, color, religion, sex, national origin, age, disability, status as a disabled veteran or a veteran of the Vietnam era, sexual orientation, or marital status. The University is committed to the principles of equal employment opportunity and affirmative action and will continue to conduct all personnel actions in accordance with the letter and spirit of applicable state and federal statutes and regulations. Personnel actions include, but are not limited to, recruitment, hiring, position assignments, compensation, training, promotion, tenure consideration and award, retention, lay-off, termination, and benefits. If at any time during the application/hiring process, you feel that the aforementioned rights have been violated, you may contact the Affirmative Action Office (Woody Hall, 900 S. Normal Ave, 453-1196).

Public Act 87-384

In accordance with Public Act 87-384, former SIUC employees returning to employment within 30 days of the termination of previous SIUC employment must, as a condition of employment, repay the lump sum payment received for accrued vacation and sick leave. If an SIUC employee is employed within 30 days of separation from SIUC by any other institution in the SIU System, SIUC shall transfer his/her accrued vacation and sick leave benefits to the other institution or agency. Such benefits are not payable in cash. SIUC will accept the benefit balances of employees transferring within 30 days of separation from any other SIU System institution, providing the employee has not been paid for these benefits.

HR INFO LINE

Information concerning permanent civil service job openings not exempted from posting because of SIUC's affirmative action hiring procedures can be obtained by calling the HR INFO LINE, 536-2116 or accessing Human Resources home page at <https://hr.siu.edu/prospective-new-employee/jobs.php>. If you are interested in, and qualified for, any of the civil service vacancies advertised, you must apply in person, provide all qualifying credentials such as: official transcripts, certifications, licenses and DD 214 then complete the appropriate examination by the established deadline date. Current openings for faculty and administrative/professional positions are also on this recording.

To expedite testing, grading and hiring, individual job openings are not advertised for the classifications listed below. If you are interested in any of these classifications you should apply as soon as possible to test and be placed on the employment register. As openings in these classifications occur, only those candidates currently on the employment register can be considered.

Account Technician II	Culinary Worker II	Office Administrator
Accountant I	Culinary Worker III	Office Manager
Administrative Clerk	Customer Service Assistant	Office Support Assistant
Admissions & Records Representative	Electrician	Office Support Associate
Brickmason	Food Court/Snack Bar Attendant	Office Support Specialist
Building Service Sub-Foreman	Human Resource Assistant	Painter
Building Service Worker	Ironworker	Payroll Specialist II
Carpenter	Library Assistant	Pipefitter
Chief Clerk	Licensed Practical Nurse I	Plumber
Child Care Assistant	Licensed Practical Nurse II	Retail Associate
Clerical Assistant		Sheet Metal Worker
Clerk		Staff Clerk
		Staff Nurse I
		Staff Nurse II

Application For Employment

In order to be considered for employment, you must complete an Application for Employment. You are responsible for providing accurate and complete information and for keeping your application and address updated. The application must include your entire education and employment history. Supplements are available to allow you to include all of your jobs. Indicate major duties, and if the position was full or part-time. Include an **OFFICIAL** college transcript with the application if you are interested in classifications which require a degree or college coursework.

Pre-employment Interview

After completing the Application for Employment, you will meet with an employment counselor. The counselor will review your application, college transcript, and other credentials. Employment options, salary, hours of work, and other employment information will be discussed. If the counselor determines that you meet the qualifications for a civil service classification(s), you will be scheduled to write the examination at a later date. Office hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Interviewing hours with employment counselors are Tuesdays and Thursdays 9:00 a.m. to 1:00 p.m. No appointment is necessary.

Examination Scheduling and Testing

All examinations are scheduled at fixed times. A test administrator will give you an appointment card. Please bring the appointment card and a form of picture identification with you on the examination date. Calculators are permitted during testing, however, they are not provided. No cell phones allowed. To prevent disrupting others who are testing, late arrivals will not be admitted. You may request to have a copy of your application while you are writing the exam. All educational and employment data provided on the examination must coincide with the data provided on the application.

An official notice of your test score will be sent to your home address. This score determines your position on the civil service register of candidates. All examinations are kept on file for two months after the examination date. No review of an examination paper is permitted at any time. However, upon written request to Human Resources, scores received on examinations will be rechecked.

You may check your standing on the register in person during regular business hours at Woody Hall, 900 S. Normal Avenue or you may request it by e-mail. Persons on civil service registers may have their names removed for a variety of reasons outlined in the Civil Service Statute and Rules including, but not limited to, the following:

1. Failure to respond to communication regarding employment;
2. Failure to accept three offers of status employment in a specific classification;
3. Failure to schedule and appear for interviews in response to three separate notices of vacancy of status positions;
4. Upon written request by the applicant;
5. Resignation from a status position.

You may rewrite an examination to improve your score. An examination can be rewritten four times within any twelve-month period with at least thirty days between each rewrite. When an opening occurs in a specific classification, the applicants with the three highest scores will be referred to the hiring department for an interview. In the event of tie scores, all applicants tied will be referred.

Veterans Preference Points

You may be eligible to receive veteran's preference of three, five or ten points, which will be added to the passing original entry test score. In order to receive the points, you must present a copy of your Discharge (DD214) or other documentation pertinent to your individual circumstances within ten days after filing an application for examination.

If you have any question or need more information regarding the application process, please feel free to contact this office at (618) 536-3369.