

PRE-EMPLOYMENT INQUIRY FORM

Please Print Clearly

Requisition Number:		Position applying for:	
Last Name:	First Name:	Middle Name:	
Address:	City:	State:	Zip Code:
Contact Number:	Cell Number:		
Please list previous address' for the last 7 years:			

Employment History (i.e. former and/or current supervisor)

1. Name:	Title:
Company:	Phone:
Location (City, State):	Employment Dates:
2. Name:	Title:
Company:	Phone:
Location (City, State):	Employment Dates:
3. Name:	Title:
Company:	Phone:
Location (City, State):	Employment Dates:

Education

Highest degree earned:	Name of Institution:
Location (City, State):	Dates of Attendance:

Have you ever been employed at the Arizona State University (excluding student positions)? If so, provide inclusive dates and employing department. Yes No

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required verification document upon hire.

Discrimination Complaints:

It is the policy of ASU to provide equal opportunity through affirmative action in employment. Discrimination is prohibited on the basis of race, color, religion, national origin, citizenship, sex, sexual orientation, gender identity, age, disability, special disabled veteran, other protected

veteran, or Vietnam-era veteran status. Any complaint of discrimination may be filed with the Office of Equal Opportunity/Affirmative Action for investigation and resolution. Any employee may visit with the director, or an assistant director, to discuss, in confidence, any concern without fear of jeopardizing job standing within the university. The Office is located in Administration Building B-Wing, Room 171, (480) 965-5057, TTY (480) 965-0471

Agreement

I hereby certify that all information in my application is true and complete to the best of my knowledge. I understand that Arizona State University may perform a background investigation to make inquiries regarding my education, work experience, criminal history, and references to determine my suitability for employment. I authorize Arizona State University to secure any information necessary to make a decision. I understand that Arizona State University will adhere to the provisions of the Fair Credit Reporting Act, if applicable, and other applicable state and federal statutes concerning the securing of information, handling, utilization, and release of information obtained in the pre-employment investigation. I agree to abide by all applicable University and Arizona Board of Regents rules, regulations and policies upon my acceptance of employment with the University. The overtime policy of Arizona State University for nonexempt staff employees is to provide, at its discretion, either one and one half hours compensatory time off or additional pay at one and one half times the employee's regular rate of pay for each hour worked over forty hours in a workweek. The compensatory time off may be preserved, used and cashed out as provided by the Fair Labor Standards Act. I understand and agree to accept the above overtime policy as a condition of employment with Arizona State University. My decision to accept the overtime policy is made knowingly, voluntarily and without coercion by the University, or any employee, director, administrator or agent of any of them acting within the course and scope of his/her employment. I understand that any material misrepresentation or omission on this application may be grounds for rejection of my application or termination of any subsequent employment with the University. Arizona State University is an Equal Opportunity/Affirmative Action employer.

False Statements: In applying for positions at ASU, I understand that any false statement, misrepresentation, or omission of requested information will disqualify me for employment consideration or cause my subsequent dismissal.

Signature:

Date Signed: