



UNIVERSITY OF WASHINGTON  
**PROFESSIONAL STAFF DATA FORM**  
 RECRUITING AND CANDIDATE SERVICES

UoW 1991 (Rev. 5/04)

|                             |                 |                                    |  |                       |
|-----------------------------|-----------------|------------------------------------|--|-----------------------|
| Name (Last, First, M.I.)    |                 | Date                               | * The University has requested your Social Security Number because it serves as a unique identifier. The University will use the number for internal reporting purposes. Disclosure of your number is voluntary, and no statute or rule specifically directs the University to request the number. If you decline to provide the number, the University shall not for that reason deny any right benefit or privilege provided by law. |                       |
| Address (Number and Street) |                 | Social Security Number* (optional) |  |                       |
| (City)                      | (State)         | (ZIP)                              |  | Home Telephone<br>— — |
| Position Applying For:      | Job Reference # | Work Telephone<br>— —              |  |                       |

**REFERRAL SOURCE - How did you find out about this position**

UW Employment Web Site     Internet     Seattle Times     Other (please list)

**UW EMPLOYMENT**

Were you formerly a UW employee?     Yes     No

If Yes, give last UW department, termination date (Mo./Yr.) and reason for leaving.

**EXPERIENCE - List most recent comparable employment experience**

| From (Mo./Yr.)                | To (Mo./Yr.) | Last Annual Salary   | Hrs. per Week | Employer Name or UW Department Name |
|-------------------------------|--------------|--|---------------|-------------------------------------|
| Supervisor                    |              |  |               | Position Title                      |
| Supervisor's Email Address    |              |  |               | Reason for Leaving                  |
| Supervisor's Telephone<br>— — |              | May we contact this individual? <input type="checkbox"/> Yes <input type="checkbox"/> No |               |                                     |

**REFERENCES—List three work-related references** (These references will be contacted if you are considered as a final candidate for this position)..

|         |               |              |
|---------|---------------|--------------|
| Name    | Email Address | Phone<br>— — |
| Address |               |              |
| Name    | Email Address | Phone<br>— — |
| Address |               |              |
| Name    | Email Address | Phone<br>— — |
| Address |               |              |

**CITIZENSHIP STATUS**

Are you a U.S. Citizen or a US permanent resident, or do you currently have a visa which allows you to work half time or more at the University of Washington?     Yes     No

If Yes, Visa Type \_\_\_\_\_

Expiration Date    Mo.    Dy.    Yr.

If you are hired, proof of work authorization, citizenship or permanent resident status, and proof of identity (photo I.D.), and social security number will be required as a condition of employment. Documents which satisfy this requirement may include one or more of the following: Social Security Card, passport, alien registration card (with photo), certificate of US citizenship or naturalization, birth certificate, valid driver's license (with photo), or valid federal/state ID card (with photo). This information is for employers to use to verify eligibility for employment in order to preclude the unlawful hiring of persons who are not authorized to work in the United States.

**CONVICTION INFORMATION**

Have you been convicted of, or released from prison within the last 10 years for any felony, excluding parking tickets and traffic citations?     Yes     No

If Yes, indicate all conviction dates, prison release dates and the nature of the offenses. Please Note: A conviction does not necessarily disqualify an individual from employment. Criminal history records may be verified through the Washington State Patrol or other law enforcement related agencies. Initial and/or continued employment may be subject to a satisfactory report.

**SIGNATURE**

I certify that the information contained on this form and in all materials, regardless of when they are submitted by me, is true, correct, and complete to the best of my knowledge. I understand that consideration of this documentation and the continuation of any subsequent employment depend on the true, accurate, and complete representation of these facts as stated or implied in this and related materials. In addition, I authorize the University of Washington to make inquiries regarding my education, work experience, and references, unless otherwise stated, and waive my right to confidentiality for purposes of such inquiries. I release all parties and persons associated with such inquiries in connection with the information they give.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Employment offices are accessible to persons with disabilities. Please telephone for entrance directions. If you need disability accommodations in the application/employment process, please call 206-543-6450 (voice) or 206-543-6452 (tty).

**The University of Washington is an Equal Opportunity and Affirmative Action Employer.**

Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, disabled veterans, and Vietnam Era Veterans are encouraged to apply.

University of Washington Employing Department: *Retain this form with individual's resume*