

TOWER FOUNDATION APPLICATION FOR EMPLOYMENT

We are an Equal Opportunity Employer. Applicants for all job openings are welcome and will be considered without regard to race, color, religion, national origin, sex, age, sexual orientation, physical or mental disability, or any other basis protected by state, federal or local law. It is the intent of the Tower Foundation of San Jose State University to comply with all applicable federal, state and local legislation concerning equal opportunity in employment.

To help us learn about your experience, abilities, and interests, please complete this Application for Employment as thoroughly as possible.

PERSONAL INFORMATION

NAME: Please PRINT or TYPE	Social Security No.	Home Tele. No. ()
ADDRESS: Street Number and Name, City, State, Zip Code	Number of years at present address?	Message/Bus. No.+ Ext. ()
PREVIOUS ADDRESS: Street Number and Name, City, State, Zip Code		No. of years at previous address?
Can you, after employment, submit verification of your legal right to work in the United States?		
<input type="checkbox"/> YES <input type="checkbox"/> NO		
Are you over 18? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Have you ever been convicted of a felony? (NOTE: <i>Do not include marijuana related convictions which occurred more than two years prior to the date of this application.</i>) <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please explain: (A conviction will not necessarily disqualify you.)		

EMPLOYMENT DESIRED

Type of POSITION desired:	Date Available	Salary desired
Are you presently employed? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, may we contact your present employer? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Please refer to the attached job description for the position for which you are applying. Can you, with or without a reasonable accommodation, perform the essential functions of the job? <input type="checkbox"/> YES <input type="checkbox"/> NO If not, please describe how the Tower Foundation could accommodate you:		

Have you ever applied at the Tower Foundation before? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, when? _____	Have you ever been employed by the Tower or Research Foundations before? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, when? _____
How were you referred to the Tower Foundation? <input type="checkbox"/> Advertisement <input type="checkbox"/> Employee Referral <input type="checkbox"/> Walk-In <input type="checkbox"/> Agency <input type="checkbox"/> Other _____ _____	
Name of Referring Employee _____	

EDUCATION AND TRAINING

SCHOOL NAME & LOCATION	Years Attended	Graduate? (Yes/No)	What Degree	Major Subject/Total Hours (if applicable)
Elementary	From To			
High School	From To			
College/University	From To			
Highest Degree Earned (Circle one number only): 1. High School 2. Associate 3. Bachelor 4. Master 5. Doctorate				Overall College Scholastic Average
Additional Education, Vocational and/or Professional Information such as special areas of research or study, seminars, etc. Please attach any written resume or other summary of information which is relevant to the position for which you are applying. If familiarity with a foreign language is listed on the job description, please describe your foreign language skills below.				
Professional memberships, certificates or licenses held. (Exclude those indicating race, color, religion, sex, sexual orientation, national origin, age, physical or mental disability or labor organization affiliations.) Supplement this information by written attachment if applicable.				
<input type="checkbox"/> Typing _____ WPM	<input type="checkbox"/> Computer Skills, i.e. Word, Excel, etc. List: _____	<input type="checkbox"/> Other machines requiring special skills:		
Have you ever served in the military? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please state branch and unit and describe any special training or skills:				

EMPLOYMENT DATA

PLEASE LIST IN ORDER OF MOST RECENT EMPLOYMENT FIRST			HR USE ONLY
Company Name	Phone No. ()	Dates of Employment From (Mo/Yr) To (Mo/Yr)	
Address (Include Street, City, State, Zip Code)			
Job Title - Start	Job Title - Final	Base Rate of Pay Start	Final
Supervisor (Name & Title)			
Description of Job Duties			
Reason for Leaving			

EMPLOYMENT DATA (continued)

Company Name		Phone No. ()	Date of Employment From (Mo/Yr) To (Mo/Yr)	
Address <i>(Include Street, City, Zip Code)</i>				
Job Title - Start	Job Title - Final		Base Rate of Pay Start Final	
Supervisor <i>(Name & Title)</i>				
Description of Job Duties				
Reason for Leaving				

Company Name		Phone No. ()	Date of Employment From (Mo/Yr) To (Mo/Yr)	
Address <i>(Include Street, City, State, Zip Code)</i>				
Job Title - Start	Job Title - Final		Base Rate of Pay Start Final	
Supervisor <i>(Name & Title)</i>				
Description of Job Duties				
Reason for Leaving				

Company Name		Phone No. ()	Dates of Employment From (Mo/Yr) To (Mo/Yr)	
Address <i>(Include Street, City, State, Zip Code)</i>				
Job Title - Start	Job Title - Final		Base Rate of Pay Start Final	
Supervisor <i>(Name & Title)</i>				
Description of Job Duties				
Reason for Leaving				

REFERENCE DATA

(PLEASE LIST PROFESSIONAL/WORK REFERENCES WE MAY CONTACT)

Name	Address	Telephone

PRE-EMPLOYMENT CERTIFICATION

_____ I understand that this application is only valid for the position applied for at present and that the Tower Foundation is not
Initial obligated to retain or consider this application for future openings.

_____ I understand that all statements contained in this application may be investigated. I further understand that falsification,
Initial misrepresentation or omission of facts called for will result in immediate termination from employment or removal of my application from consideration. I agree to authorize the Tower Foundation to secure information about my experience with former employers, education institutions and agencies, and for those parties to provide information concerning my experience, releasing all parties from any liability arising there from.

_____ If employed by the Tower Foundation I will abide by Tower Foundation policies and rules. I understand that I will be
Initial required to possess a current and valid California driver's license if my position requires me to drive in the course of my work.

_____ If I am offered employment, I understand and agree that I may be required to undergo a physical examination at the Tower
Initial Foundation's expense and that my offer of employment may be conditioned by that examination. I agree to authorize release of all results or information obtained from such physical examinations.

_____ I agree to submit to legally permissible drug and/or alcohol testing upon request by the Tower Foundation. I recognize that
Initial the results of these tests may be used to determine my employment or continued employment. I understand and expressly agree that if employed by the Tower Foundation storage areas provided for me (locker, desk, etc.) are open to investigation by the Tower Foundation without prior notice to me.

_____ If I am employed by the Tower Foundation I understand my employment can be terminated, with or without cause and
Initial with or without notice, at any time at the option of the Tower Foundation or myself. I understand that, other than the Executive Director of the Tower Foundation, no manager, supervisor or representative of the Tower Foundation has authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing. Only the President or the Executive Director of the Tower Foundation has the authority to make any agreement contrary to the foregoing and then only in writing. I further expressly agree that, with respect to the at-will employment relationship, this constitutes the full, complete and final expression of the parties' intent concerning the nature of any employment relationship between myself and the Tower Foundation.

_____ Persons applying for positions with the Tower Foundation of San Jose State University are not applying for
Initial employment with the State of California or the California State University system. Tower Foundation employees who work on projects or programs funded by grants, contracts, gifts, or fees are considered temporary employees under the meaning of Section 89900(c) of the California State Education Code.

_____ I agree that if any portion of or provision in this Agreement is held by a court of competent jurisdiction to be invalid, void
Initial or unenforceable, such a finding shall not render this Agreement invalid, void or unenforceable as a whole. Rather, the remaining portions/provisions of the Agreement will continue in full force without being impaired or invalidated in any way.

My signature below certifies that I have read and understand the foregoing and to the best of my knowledge and belief, the information on this form is true and correct.

My signature below also certifies that I agree to be bound by the terms and conditions stated in this application, including the provisions set forth above. This application contains all the understandings and agreements between me and the Tower Foundation concerning the nature of my employment, if any, by the Tower Foundation and supersedes all prior and/or contemporaneous practices, oral or written agreements, understandings, statements, representations and promises, express or implied, between me and the Tower Foundation. I understand and agree that, except as noted above, no person who is either an agent or employee of the Tower Foundation may modify, delete, vary or contradict, whether orally or in writing, the terms and conditions of employment set forth herein.

Applicant Signature

Date of Application