



# University of Pennsylvania

Division of Human Resources. 3401 Walnut Street, Fifth Floor. Philadelphia, PA 19104-6228  
Tel: (215) 898-7284 Fax: (215) 898-0682 [WWW.HR.UPENN.EDU](http://WWW.HR.UPENN.EDU)

## Application for Temporary Employment

Reference Number and  
Position for which you are applying:

Last Name First Name Middle Initial

Street Address City, State Zip Code

Telephone E-mail

Type of work you prefer:  Full-time  Part-time  Temporary  Limited Service (9 or 10 months/year)

How did you learn about the position?  Unique Advantage  Penn HR Website/Internet  Other \_\_\_\_\_

Referred by \_\_\_\_\_  Agency \_\_\_\_\_  Print Ad \_\_\_\_\_  
(name) (name) (newspaper, magazine)

Do you have the right to work in the U.S.?  Yes  No

If you have a visa, indicate visa type and number: Expiration date:

Have you applied previously to Penn?  Yes  No If yes, date \_\_\_\_\_

Are you currently employed at Penn?  Yes  No \_\_\_\_\_

Most recent Supervisor & Dept. at Penn \_\_\_\_\_

Is any family member a Penn employee?  Yes  No If yes, name, dept, relationship \_\_\_\_\_

Do you have a valid driver's license?  Yes  No

If you are under the age of 18, do you have working papers?  Yes  No

What is your desired salary? \_\_\_\_\_

### EDUCATION

High School No. of Years Completed Diploma or Degree Program or Major

Vocational-Technical School No. of Years Completed Degree / Year graduated Program or Major

College No. of Years Completed Degree / Year graduated Program or Major

Graduate/Professional School No. of Years Completed Degree / Year graduated Program or Major

Other Specialized Training/Certification No. of Years Completed Degree / Year graduated Program or Major