

**Harvard University**  
**Application for Employment**  
 An Affirmative Action / Equal Opportunity Employer

Last Name	First	Middle
Street Address		Home #
City	State	Zip
Position Applying For		Work #
Desired Salary		Requisition #
		Date Available

Type of Work Desired:     Full Time                       Part Time                       Either  
 Desired Work Location:    Cambridge                       Medical Area                       Either

**Employment Record – Please list the most recent position first. You may include volunteer work.**

Name of Company	
Date Started	Date Left
Title	Supervisor
Duties	May we contact him/her? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address	Supervisor Telephone #
Hours Per Week	Reason for Leaving

Name of Company	
Date Started	Date Left
Title	Supervisor
Duties	May we contact him/her? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address	Supervisor Telephone #
Hours Per Week	Reason for Leaving

Name of Company	
Date Started	Date Left
Title	Supervisor
Duties	May we contact him/her? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address	Supervisor Telephone #
Hours Per Week	Reason for Leaving

**Education Record**

Name of School	Major Field of Study	Degree or Years Completed

By whom or what source were you referred to Harvard University? \_\_\_\_\_

Do you have relatives or members of your household working at Harvard University?  Yes  No

If yes, what department/school? \_\_\_\_\_

Are you legally authorized to work in the United States?  Yes  No

Will you now or in the future require sponsorship for employment visa status (e.g., H-1B visa status)?  
 Yes  No

Have you ever been convicted of a felony? (\* see footnotes below)  Yes  No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever applied for work at Harvard University?  Yes  No

Have you ever worked at Harvard University?  Yes  No

If yes, please give dates: from \_\_\_\_\_ to \_\_\_\_\_

If yes, where? \_\_\_\_\_

\*\*\*\*\*

I hereby state that the information on this application and all other information otherwise provided is true and correct. I understand that any misrepresentations or omissions could result in denial or termination of employment at any time. I also understand that, unless I am hired into a position within a bargaining unit, I will be employed on an "at-will" basis. This means that either Harvard or I may end the employment relationship at anytime and for any or no reason.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## **\* FOOTNOTES TO THE EMPLOYMENT APPLICATION**

### **1. RE: FELONY CONVICTIONS**

An applicant for employment with a sealed record on file with the commissioner of probation may answer “no record” with respect to an inquiry herein relative to prior arrests, criminal court appearances or convictions. In addition, any applicant for employment may answer “no record” with respect to any inquiry relative to prior arrests, court appearances and adjudication in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the superior court for criminal prosecution.

(As required by Massachusetts General Laws, chapter 276, section 100A.)

An applicant for employment with a sealed record on file with the commissioner of probation may answer “no record” with respect to any inquiry herein relative to prior arrests or criminal court appearances.

(As required by Massachusetts General Laws, chapter 276, section 100C.)

A conviction record will not necessarily be a bar to employment. Factors such as the nature and gravity of the offense(s), the length of time since the conviction and/or completion of the sentence, and the nature of the job sought will be considered.

### **2. RE: LIE DETECTOR TESTS**

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

(As required by Massachusetts General Laws, chapter 149, section 19B.)

### **3. RE: CAMPUS SECURITY**

In compliance with the Clery Act, the Harvard University Police Department (HUPD) publishes an annual security report entitled “Playing It Safe.” The booklet describes Harvard’s security policies, provides statistical information on the occurrence of crime on campus, and outlines some of the counseling programs the University offers. “Playing It Safe” is available on the HUPD website at [http://www.hupd.harvard.edu/prevention\\_handbook.php](http://www.hupd.harvard.edu/prevention_handbook.php). You may obtain a paper copy of the booklet by contacting HUPD at 1033 Massachusetts Avenue, 6<sup>th</sup> floor, Cambridge, MA 02138, (617) 495-1215.