

EMPLOYMENT APPLICATION

University Corporation for Atmospheric Research (UCAR)
National Center for Atmospheric Research (NCAR)
UCAR Office of Programs (UOP)

UCAR is an Affirmative Action/Equal Opportunity Employer. We provide equal employment opportunities to all qualified applicants for employment without regard to race, color, religion, national origin, gender, sexual orientation, age, marital status, physical or mental disability, or veteran status. Selection decisions are based on job-related factors only and all qualified applicants will be given equal consideration. UCAR's strength lies in the diversity of its people and the ways in which they contribute to the success and mission of the organization.

Please notify Human Resources if you need accommodation for:

- completing this application, or
- completing the interview process.

1. Answer each question fully and accurately. **Click on each field to enter data.** Complete all blanks; enter N/A if a question does not apply.
2. After completing, please print this document and sign the affidavit on the back of the application. **Original signature is required.**

The mission of the University Corporation for Atmospheric Research is to support, enhance, and extend the capabilities of the university community, nationally and internationally; to understand the behavior of the Atmospheric and related systems and the global environment; and to foster the transfer of knowledge and technology for the betterment of life on earth.

EMPLOYMENT APPLICATION

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Job number and position title/job category for which you are applying:

Last name First name Middle Initial

Telephone - work () Home ()

Cell - ()

Present address:

(Street)

(City)

(State)

(Zip)

(Country)

Permanent address (if different):

(Street)

(City)

(State)

(Zip)

(Country)

Date available to begin employment:

Hours available for work:

Salary requirement: \$

Employment History:

Please list your employment experience, starting with current or most recent position first; include full-time, significant volunteer, and/or part-time work.

1

Employer

City:

State:

From (mo./yr.)

to (mo./yr.)

Title or position held:

Supervisor's name/title:

Supervisor's phone number: ()

May we contact your present employer? Yes

Reason for leaving:

Starting salary: \$

Ending salary: \$

Key responsibilities:

2

Employer

City: _____ State: _____

From (mo./yr.) _____ to (mo./yr.) _____

Title or position held:

Supervisor's name/title:

Supervisor's phone number: (_____)

Reason for leaving:

Starting salary: \$ _____ Ending salary: \$ _____

Key responsibilities:

3

Employer

City: _____ State: _____

From (mo./yr.) _____ to (mo./yr.) _____

Title or position held:

Supervisor's name/title:

Supervisor's phone number: (_____)

Reason for leaving:

Starting salary: \$ _____ Ending salary: \$ _____

Key responsibilities:

4

Employer

City:

State:

From (mo./yr.)

to (mo./yr.)

Title or position held:

Supervisor's name/title:

Supervisor's phone number: ()

Reason for leaving:

Starting salary: \$

Ending salary: \$

Key responsibilities:

Education and Training

High School/ College/ University or occupational/ trade school location	Dates: (from/to)	Degree received?	Major Field
High School		Yes	
College/University		Yes	
College/University		Yes	
College/University		Yes	

Are you currently enrolled in a college or university? Yes

If yes, where?

Number of hours this semester

Undergraduate?

Graduate?

Anticipated graduation date:

What skills or additional training do you have that relate to the job for which you are applying?

Other Information:

Are you 18 or older? Yes

(If you are hired, you may be required to submit proof of age.)

If you have attended school or been employed under another name, please give name:

Have you ever been employed by UCAR? Yes

If yes, give dates:

Have you ever been convicted of a crime (excluding misdemeanors)?

No

(Please note: Conviction of a crime is not an automatic bar to employment. All circumstances will be considered.)

If yes, please describe in full:

If hired, can you furnish proof that you are eligible to work in the United States?

Yes

How did you first learn about this job opening? *(Please specify)*

- UCAR Web site
- Other Web site
- Newspaper ad
- College posting
- Workforce office
- Professional Association
- Personal referral
- Community organization

Signing UCAR's *Intellectual Property Agreement* is a condition of employment. This agreement requires that you disclose any prior commitments you have regarding intellectual property, including trade secrets, and to disclose to UCAR all inventions, discoveries, and improvements that you make or conceive while employed by UCAR. **If employed, I agree to sign this agreement.** Yes

I authorize the investigation of any or all statements contained in this application or in my resume, and authorize any person, school, current employer (except as previously noted), past employers and organizations to provide relevant information that may be useful in making a hiring decision. I release such persons and organizations from all liability for any damage that may result from furnishing such information.

I understand that this application or any other UCAR documents do not constitute a contract of employment, nor guarantee employment for any definite period of time. If

employed, I understand I have been hired at the will of my employer and my employment may be terminated at any time, with or without cause, and with or without notice.

I affirm that the information contained in this employment application, and in any additional information that I may furnish, is true and correct. Further, I understand that any omission or falsification of any information that I supply may disqualify me from further consideration for employment, and may result in termination.

I have read, understand, and by my signature consent to these statements.

Signature

Date

Please return completed application to:

UCAR Human Resources

3065 Center Green Drive

Boulder, CO 80301

303-497-8715

To access current job openings: <http://www.fin.ucar.edu/hr/careers/>