



NORTHWESTERN UNIVERSITY

School of Education and Social Policy

# EMPLOYMENT APPLICATION

## Instructor

617 Dartmouth Place, Evanston, IL 60208 • 847.491.3782

Please select the program(s) for which you are applying:

- Gifted LearningLinks (GLL)  
  Saturday Enrichment Program (SEP)  
  Accelerated Weekend Experience (AWE)

### PERSONAL INFORMATION

Name (first, middle initial, last):

Gender:  Female  Male

Permanent Address:

Street Address (Apt. #, if applicable)

City, State and Zip

Employer Name:

Position/Title:

I am a(n):  Full-time Employee  Part-time Employee  
 Retired  Other: \_\_\_\_\_

Home Phone:

Cell Phone:

Email:

Other:

Employer Address:

Street Address

City, State and Zip

Work Phone:

The best way to reach me is:  Home Phone  Cell Phone  Work Phone  Email  Other:

How did you hear about CTD?

Have you ever been issued a NetID (as a student, program participant or employee of Northwestern University)?

Yes  No

If yes, what is your NetID?

Since age 16, have you ever been convicted of a criminal offense by any court?  Yes  No

All applicants are subject to a background check.

Have you ever faced a serious disciplinary action at any school/in any job?  Yes  No

If you answered "yes" to either of the previous two questions listed directly above this box, please explain. (Feel free to use additional paper, if necessary.):

Are you proficient in a second language?  Yes  No If yes, please specify:

Do you have other skills that you think may be relevant to the position that you are applying?  Yes  No

If yes, please specify:

Work authorization for employment in the U.S. is required.

If hired, you will be required to submit proof of U.S. citizenship or lawful alien status that permits you to work in the U.S.

**EMERGENCY CONTACT**

<b>Name (first, last):</b>	<b>Relationship:</b>
<b>Cell Phone:</b>	<b>Home Phone:</b>
<b>Home Address:</b>	<b>Email:</b>
<b>Employer Address:</b>	<b>Work Phone:</b>

**EDUCATION & CERTIFICATION(S)**

	<b>School Name</b>	<b>Date Started</b>	<b>Major/Minor</b>	<b>Degree &amp; Date Expected/Received</b>
<b>High School</b>			N/A	
<b>College</b>				
<b>Graduate School</b>				

**Do you have a current teaching certificate?**  Yes  No  
*If yes, please submit a copy of your certification with your application.*

**Do you have other certification(s) related to the position for which you are applying?**  Yes  No  
*If yes, please list and submit a copy of the certification(s) with your application.*

I understand that employment requires proof of eligibility to work in the United States according to the Immigration Reform Control Act of 1986, and I will provide the needed documentation to show my identity and employment eligibility. I also understand that applicants under age 16 must show a permit to work. I also understand that NU will complete a criminal background check.

This application is complete and accurate. False or missing information in my application materials will justify denial or termination of employment. If employed, I agree to conform to the rules and policies of Northwestern University and as stated in the Center for Talent Development Program Handbook. My employment and compensation can be terminated with or without cause and with or without notice, at any time by Northwestern University or myself. I understand that this is not a contract for employment. I further understand that my employment conditions are not based on an interview or a verbal statement by a Northwestern University employee.

\_\_\_\_\_  
 Applicant's Signature

\_\_\_\_\_  
 Date

**Mail or fax additional materials to:**

**Center for Talent Development  
 ATTN: GLL/SEP/AWE Employee Application  
 617 Dartmouth Place  
 Evanston, IL 60208  
 Fax: 847-491-3394**

**For Office Use Only:**  
 Date Rec'd/Ent:  
 I-9  DD  Photo Release

Interviewed: Y/N Date:  
 Decision: Y / N / Hold  
 Background Check: \_\_\_\_\_ Pass: Y/N