



HOLY NAMES UNIVERSITY

Since 1868

HOLY NAMES UNIVERSITY FACULTY EMPLOYMENT APPLICATION

Holy Names University is an Equal Employment Opportunity employer. Hiring decisions are made without regard to an applicant's race, color, creed, sex, religion, marital status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, actual or perceived sexual orientation or veteran status. No question is intended to secure information to be used for such discrimination.

PERSONAL INFORMATION

Name:	Last	First	Middle	Telephone Number Home Alternate
Present Address (Street, City, State, Zip)				Email Address
Position Applying for				Available Start Date
How did you learn about the position for which you are applying?				

GENERAL INFORMATION

	Yes	No
1. Can you, after employment, submit verification of your legal right to work in the United States?		
2. Have you ever applied to or worked for Holy Names University previously? <i>(If yes, please indicate date(s) and position(s) in the comment space below).</i>		
3. Do you have any friends or relatives employed by Holy Names University? <i>(If yes, please indicate name(s) and relationship(s) in the comment space below).</i>		
4. Have you used another name while working or attending school? <i>(If yes, please indicate name(s) in the comment space below).</i>		
5. Can you perform the essential functions of the position for which you are applying, with or without reasonable accommodation? <i>(If a reasonable accommodation is required, please detail in the comment space below. Note, we comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees. Hire may be subject to passing a medical examination, and to skill and agility tests).</i>		
Comments:		

EDUCATION

Please attach your curriculum vitae.

REFERENCES

List below three (3) persons not related to you, who have knowledge of your work performance within the last three (3) years and who we may contact

1.	Name	Occupation	Relationship to You
	Address	Telephone Number	Email Address
2.	Name	Occupation	Relationship to You
	Address	Telephone Number	Email Address
3.	Name	Occupation	Relationship to You
	Address	Telephone Number	Email Address

Please Read Carefully, Initial Each Paragraph and Sign Below

_____ I understand that nothing contained in the application, or conveyed during any interview which may be granted
Initials or during my employment, if hired, is intended to confer preference or entitlement to renewal of part-time appointment, nor to receive consideration, preference or entitlement to any regular faculty appointment, and does not count as service for purposes of any regular appointment.

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my
Initials chances for employment and that the answers given by me are true and correct to the best of my knowledge including all information indicated on my attached C.V. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I hereby authorize Holy Names University to thoroughly investigate my references, work record, education, and other
Initials matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the University any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the University, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

_____ Should a search of public records (including records documenting an arrest, indictment, conviction,
Initials civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by the University, I am entitled to copies of any such public records obtained by the University unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.

I waive receipt of a copy of any public record described in the paragraph above.

_____ Date

_____ Applicant's signature