



## APPLICATION *for* FACULTY APPOINTMENT

Thank you for considering Manchester College in your career plans. For full consideration, please complete this application legibly and completely. If a request for information is not applicable, please write N/A in the space provided. Along with this application, please submit a cover letter, a complete *curriculum vitae*, official transcripts, evidence of teaching effectiveness, three letters of recommendations, as well as professional development activities and plans.

It is the policy of Manchester College to provide equal opportunity for employment to all qualified applicants. Manchester College does not discriminate on the basis of race, color, national origin, religion, gender, marital status, sexual orientation, veteran status, disability, age, or any other protected classification.

Applicants who will further diversify our faculty are enthusiastically encouraged to apply. Applicants who require reasonable accommodation to complete the application or interview process should notify a College representative.

**Position Information:**

Please specify the position(s) for which you are applying: \_\_\_\_\_

Date available for work: \_\_\_\_\_

Where did you hear of this opportunity? \_\_\_\_\_

\_\_\_\_\_

**Personal Data:**

Name: \_\_\_\_\_

Current Address: \_\_\_\_\_

Permanent or forwarding address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Office phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

- 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 employed by Manchester College before? Yes \_\_\_ No \_\_\_ If yes, please list position and dates: \_\_\_\_\_  
\_\_\_\_\_
- I have carefully read, understand and can support Manchester's Mission and Values statements. Yes \_\_\_ No \_\_\_
- Have you ever been known by another name? Yes \_\_\_ No \_\_\_ If yes, please provide name(s): \_\_\_\_\_  
\_\_\_\_\_
- Have you ever been convicted of a crime? Yes \_\_\_ No \_\_\_ If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Criminal convictions do not automatically disqualify an applicant; factors such as the nature of the crime relative to the position, when the crime occurred, rehabilitation, conduct and performance since conviction, etc. will be considered.*

- Have you ever been involuntarily discharged or asked to resign employment? Yes \_\_\_ No \_\_\_  
If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Professional References**

In addition to your letters of recommendation, please provide three professional references (preferably persons who supervised your work) whom we may contact immediately regarding your experience and performance.

May we contact your current employer? Yes \_\_\_ No \_\_\_ Not now \_\_\_

If "not now," when? \_\_\_\_\_

Name \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Relationship \_\_\_\_\_

Name \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Relationship \_\_\_\_\_

Name \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Relationship \_\_\_\_\_

### **Agreement, Authorization and Release**

Please read carefully before signing

By my signature below, I authorize Manchester College to investigate my references, professional record, educational background, criminal background, and other matters related to my suitability for employment. Further, I authorize my former employers to disclose to the College and/or its agents, all information related to my employment record, without providing me prior notice of such disclosure. Additionally, I release Manchester College, my former employers, and all other persons or entities from all claims or liabilities in any way related to such investigation or disclosures made in good faith.

I certify that the information provided by me is true and correct to the best of my knowledge. I understand that any omission or misstatement of material fact on my *curriculum vitae*, application, or any other document used to secure employment with Manchester College shall be grounds for the rejection of my candidacy or for discharge if I am employed. I further understand that employment is subject to satisfactory references, criminal background and employment checks, and verification of employment status pursuant to the Immigration Reform and Control Act of 1986.

I agree that if I obtain employment with Manchester College I will comply with all policies and regulations of the College.

I further agree that a copy or facsimile of this authorization shall have the same force and effect as the original.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office of Academic Affairs  
604 E. College Ave.  
North Manchester, IN 46962  
260-982-5000  
[www.manchester.edu](http://www.manchester.edu)**

**Manchester College is an Equal Opportunity Employer**

