



Manchester University

APPLICATION *for* FACULTY APPOINTMENT

Thank you for considering Manchester University 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 include the materials requested in the job advertisement either by uploading files from our online application at www.manchester.edu/ohr/apply/faculty, or by sending them via mail.

It is the policy of Manchester University to provide equal opportunity for employment to all qualified applicants. Manchester University 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 University representative.

Position Information:

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

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 University before? Yes ___ No ___ If yes, please list position and dates:

- 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

May we contact the reference you provided in your applications materials? Yes ___ No ___ Not now ___
If "not now," when? _____

Agreement, Authorization and Release

Please read carefully before signing

By my signature below, I authorize Manchester University 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 University and/or its agents, all information related to my employment record, without providing me prior notice of such disclosure. Additionally, I release Manchester University, 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 University 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 University, I will comply with all policies and regulations of the University.

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**

Manchester University is an Equal Opportunity Employer

