



**JACKSONVILLE  
UNIVERSITY**  
2800 University Boulevard North  
Jacksonville, Florida 32211-3394

# FACULTY EMPLOYMENT APPLICATION

## AN EQUAL OPPORTUNITY EMPLOYER

APPLICANTS ARE CONSIDERED FOR OPEN POSITIONS WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, MARTIAL STATUS, VETERAN STATUS, OR THE PRESENCE OF A DISABILITY.

### PLEASE PRINT

Name (Last, First, Middle):		Application Date:	
Have you ever been employed under a different name? If so, please state name(s):		Email Address:	
Mailing Address:	City:	State:	Zip:
Home Phone: Work Phone:	Social Security Number:	Are you legally eligible for employment in the U.S.? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>Proof of employment eligibility will be required upon employment.</i>	
Position Applied For:			
Status Desired: <input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME	Preferred Course Assignments:		
Are you able to perform the essential functions of the job? <input type="checkbox"/> YES <input type="checkbox"/> NO If no, explain			
Have you ever been convicted of a crime other than a minor traffic violation, served a jail sentence or period of probation subject to a plea bargain agreement, a plea of <i>nolo contendere</i> , or a court order of adjudication withheld? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, explain ( <i>This information will be considered only in relation to specific job requirements.</i> )			
Membership in Learned and Professional Societies: _____ _____			
Publications: _____ _____			
Plans for Advanced Study, Research, Consulting, and Publication: _____ _____			

### EDUCATION

Institutions Attended:	Dates of Attendance	Major	Minor	Degrees Received/Date
Doctoral Dissertation Title:				
Honors and Distinctions, including Honorary Societies:				

*Start with your present or most recent job*

### EMPLOYMENT EXPERIENCE

Employer:	Date Employed:		Responsibilities:
	From	To	
Address:			
Supervisor, Title & Phone Number:	Salary:		
	Starting	Final	
May we contact this employer? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Reason for Leaving:			

Employer:	Date Employed:		Responsibilities:
	From	To	
Address:			
Supervisor, Title & Phone Number:	Salary:		
	Starting	Final	
May we contact this employer? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Reason for Leaving:			

Employer:	Date Employed:		Responsibilities:
	From	To	
Address:			
Supervisor, Title & Phone Number:	Salary:		
	Starting	Final	
May we contact this employer? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Reason for Leaving:			

Employer:	Date Employed:		Responsibilities:
	From	To	
Address:			
Supervisor, Title & Phone Number:	Salary:		
	Starting	Final	
May we contact this employer? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Reason for Leaving:			

## SPECIAL SKILLS AND EXPERIENCE

Administrative Experience _____
_____
_____
_____
_____

## PROFESSIONAL/PERSONAL REFERENCES

*List people other than relatives or former employers*

Name & Occupation:	Address:	Phone Number:
		(    )
		(    )
		(    )

## AGREEMENT

1. I certify that all information provided herein is true and complete to the best of my knowledge.
2. I understand that any false statements or omission of information in this application may be sufficient cause for disqualifying my application from consideration or, if hired, for discharge.
3. I hereby authorize Jacksonville University to verify all statements contained in this application, and to contact all references, employers (except as limited by me herein), or any other persons or agencies having information relative to such statements. I request any duly constituted law enforcement agency or judicial officer to furnish Jacksonville University with all information at its disposal pertaining to any criminal conviction record on me. I hereby release Jacksonville University and any law enforcement agency, judicial officer, or other individual from any liability arising from disclosure of said information.
4. The contents of any faculty handbook or personnel manuals, as well as other University policies and practices, are subject to change or modification by the University. I also understand that no supervisor or other official of the University (except its Chief Executive Officer) in writing has the authority to enter into any agreement with me or to make any agreement contrary to the foregoing.
5. This application will remain active for ninety (90) days. Any applicant wishing to be considered for employment beyond ninety (90) days should reapply. Applicants needing accommodations due to disability in connection with applying for a position should contact the Human Resources Department at (904) 256-7025.

I certify that I have read, understand, and agree with all items listed above.

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

\_\_\_\_\_  
Date