



# NATIONAL AMERICAN UNIVERSITY

THE NATIONAL COLLEGE SYSTEM

**CAMPUSES**

**Albuquerque**  
4775 Indian School Rd. NE, Ste. 200  
Albuquerque, NM 87110  
(505) 348-3700  
(505) 348-3705 FAX

**Austin**  
13801 N. Mo-Pac Expressway, Ste. 300  
Austin, TX 78728  
(888) 628-8392  
(512) 246-1454 FAX

**Bloomington**  
7801 Metro Parkway, Ste. 200  
Bloomington, MN 55425  
(925) 356-3600  
(952) 356-3605 FAX

**Brooklyn Center**  
6120 Earle Brown Dr., Ste. 100  
Brooklyn Center, MN 55430  
(763) 852-7500  
(763) 852-7505 FAX

**Colorado Springs**  
5125 N. Academy Blvd.  
Colorado Springs, CO 80918  
(719) 590-8300  
(719) 590-8305 FAX

**Denver**  
1325 S. Colorado Blvd., Ste. 100  
Denver, CO 80222  
(303) 876-7100  
(303) 876-7105 FAX

**Distance Learning**  
5301 S. Highway 16, Suite 200  
Rapid City, SD 57701  
(800) 770-2959  
(605) 394-5082 FAX

**Ellsworth AFB Extension**  
1000 Ellsworth Street, Ste. 2400B  
Ellsworth AFB, SD 57706  
(605) 718-6550  
(605) 718-6555 FAX

**Independence**  
3620 Arrowhead Avenue  
Independence, MO 64057  
(816) 412-7700  
(816) 412-7705 FAX

**Overland Park**  
10310 Mastin  
Overland Park, KS 66212  
(913) 981-8700  
(913) 981-8705 FAX

**Rapid City**  
321 Kansas City St.  
Rapid City, SD 57709  
(605) 394-4800  
(605) 394-4871 FAX

**Rio Rancho**  
1601 Rio Rancho, Ste. 200  
Rio Rancho, NM 87124  
(505) 348-3750  
(505) 348-3755 FAX

**Roseville**  
1550 Highway 36 W  
Roseville, MN 55113  
(651) 855-6300  
(651) 855-6305 FAX

**Sioux Falls**  
2801 S. Kiwanis Ave. Ste. 100  
Sioux Falls, SD 57105  
(605) 336-4600  
(605) 336-4605 FAX

**Watertown Education Center**  
925 29th Street SE, Suite E  
Watertown, SD 57201  
(605) 886-3450  
(605) 886-4587 FAX

**Wichita Education Center**  
7309 E. 21<sup>st</sup> Street N, Ste. G40  
Wichita, KS 67206  
(316) 681-3050  
(316) 681-3055 FAX

**Zona Rosa**  
7490 NW 87th Street  
Kansas City, MO 64153  
(816) 412-5500  
(816) 412-5505 FAX

## APPLICATION FOR FULL-TIME FACULTY APPOINTMENT

### AN EQUAL OPPORTUNITY EMPLOYER

Please read before completing this application. National American University does not discriminate in hiring or employment on the basis of race, color, creed, religion, national origin, sex, age, marital or veteran status or disability. In reading and answering the following questions, please keep in mind that none of the questions are intended to imply any limitations, preferences or discrimination based on any non-job-related information. By completing this application there is no assurance of employment. Use of this form does not indicate there are positions available.

### PERSONAL DATA:

DATE: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle Initial SSN: \_\_\_\_\_

Present Address: \_\_\_\_\_  
Street City State Zip Email: \_\_\_\_\_

Telephone numbers at which you can be reached: \_\_\_\_\_ (day) \_\_\_\_\_ (evening)

Is any additional information relative to change of name, nickname necessary to enable a check on your work record?

Is so, please explain: \_\_\_\_\_

In case of emergency, please contact: \_\_\_\_\_ Telephone number: \_\_\_\_\_

### EDUCATION:

Undergraduate College(s)	Location	Degree Awarded	Major	Minor
Graduate or Professional School(s)	Location	Degree Awarded	Major	Minor

Remarks: \_\_\_\_\_

List Current Professional Licenses and/or Certificates: \_\_\_\_\_

Subjects of Special Study, Research or Dissertation: \_\_\_\_\_

Position for which you are applying? \_\_\_\_\_

**EMPLOYMENT HISTORY:** List four positions with last one first. Include any job-related military service assignments and/or volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, disability or other protected status.

Dates—Mo/Yr	Name/Address of Employer	Supervisor's Name	Phone	Salary	Position	Reason for Leaving
From						
To						
From						
To						
From						
To						
From						
To						

**REFERENCES** (Provide requested data for at least three person who you have know in a professional context, but not related to you and not previous employers.)

Name	Address	Phone	Business	Years Known

Academic Honors Awarded by Date

**MEMBERSHIPS IN PROFESSIONAL, HONORARY AND LEARNED SOCIETIES**  
Organizations Offices Held Date

**PUBLICATIONS** (Give reference information and attach additional page as necessary.)

**ADDITIONAL REMARKS AND INFORMATION** (Describe other experiences, related hobbies, or any special qualifications.)

**PERSONAL INFORMATION:**

Have you ever applied to us before? Yes No When? \_\_\_\_\_

Have you ever been employed with us before? Yes No When? \_\_\_\_\_

May we contact your present employer? Yes No

Can you perform the essential job functions of the job to which you are applying? Yes No

Have you ever been convicted of a felony? (Conviction will not automatically disqualify you from employment.) Yes No

If applying for a position that requires driving, do you have the appropriate license? Yes No NA

If applying for a position that requires driving, have you been ticketed for a moving violation in the last three years? Yes No NA

If yes, please explain. \_\_\_\_\_

Are you a citizen of the United States? Yes No

Can you provide proof of identification and proof of eligibility to work in this country? (for example: green card, social security card, passport, etc.) Yes No

Are you currently on "layoff" status, subject to recall? Yes No

When could you start employment with us? \_\_\_\_\_

**APPLICANT'S ACKNOWLEDGEMENT**  
(Please read before signing)

I certify that answers given in this application are true and complete to the best of my knowledge. I authorize investigation into all statements I have made on this application as may be necessary for reaching an employment decision.

As a condition of my employment, I accept the principle that the welfare of the university depends upon the conduct and honesty of its employees and the trust and confidence of our students and the public in general. The university expects honesty, security and confidentiality. I therefore agree to the following:

1. I agree to give no unauthorized information relative to the accounts of the university or its relation with others, and to discuss no matters of a confidential nature relating to the university's affairs unless such discussion is in the necessary course of the university's business and is in accordance with the university's policy.
2. I also agree to inform the management of the university, without delay, of any fraud, false entry, substantial error, embezzlement or employee misconduct, which I discover or know to have taken place in any records, property or funds of the university, and to report any transaction or matter that seems damaging to the University.
3. In the event I am employed, I understand that any false or misleading information I knowingly provided in my application or interview(s) may result in discharge and/or legal action. I understand also that if employed, I am required to abide by all the policies, rules and regulations of the employer.

This application shall be considered active for no more than 45 days. After that time, applicants will be required to resubmit a completed application.

The applicant understands that neither this document nor any written or oral offer of employment from this employer constitutes an employment contract. Any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon. **All employment at the university is At-Will.** Just as an employee may resign for any reason he/she has, the employer may also terminate an employee for any reason. I affirm that the foregoing statements are true and that I have not knowingly withheld any fact or circumstance that would, if disclosed, affect my application unfavorably. I authorize National American University to make inquiries of former employers and references. I understand that any misrepresentation or omission of facts may be cause for dismissal.

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

INTERVIEW: \_\_\_\_\_ By: \_\_\_\_\_ Comments: \_\_\_\_\_