



NATIONAL AMERICAN UNIVERSITY

THE NATIONAL COLLEGE SYSTEM

Application for Associate/Adjunct Faculty

An Equal Opportunity Employer

To be considered for employment, complete the application in its entirety. The use of the words "see resume" on this application does not constitute completion of the form and may result in your application being withdrawn from consideration. Please follow all instructions as outlined on the form.

I am applying for a full-time faculty position at the following campus(es) (check all that apply):

- | | | | | | |
|-----------------|-------------------|----------------------|----------------------------|--------------------|----------------------------|
| Albuquerque, NM | Allen, TX | Austin, TX | Austin South, TX | Bloomington, MN | Brooklyn Center, MN |
| Burnsville, MN | Centennial, CO | Colorado Springs, CO | Colorado Springs South, CO | Denver, CO | Ellsworth, SD |
| Georgetown, TX | Independence, MO | Lee's Summit, MO | Minnetonka, MN | Overland Park, KS | Rapid City, SD |
| Richardson, TX | Rio Rancho, NM | Rochester, MN | Roseville, MN | Sioux Falls, SD | Tulsa, OK |
| Watertown, SD | Weldon Spring, MO | Wichita, KS | Wichita West, KS | Zona Rosa (KC), MO | Online (Distance Learning) |

PERSONAL DATA

DATE: _____

Name: _____
Last First Initial

Address: _____
Street Apt. City State Zip

Telephone numbers at which you can be reached: (daytime) _____ (evenings) _____

E-Mail Address: _____

In case of emergency, please contact: _____ Telephone number: _____

Have you previously applied for employment with National American University? Yes No When: _____

Have you previously been employed by National American University? Yes No

If yes, when? _____ what position(s)? _____ which campus(es)? _____

Are you 18 years old or older? Yes No

Are you prevented from lawfully becoming employed in this country because of visa or immigration status? Yes No
(If hired, you will be required to show proof of employment authorization.)

Have you ever been convicted of a felony? Yes No
(Note: the existence of a criminal record may not automatically disqualify you from consideration.)

May we contact your present employer? Yes No

Are you able to perform the duties of the job for which you are applying? Yes No

When would you be able to start employment with NAU? _____

EDUCATION List only those institutions that awarded a degree. This section must be completed in full, indicating "see resume" is not sufficient.

TRANSCRIPTS – NAU requires an official transcript, which must be mailed from the degree-awarding institution to: Academics, PO Box 2873, Rapid City, SD 57709-2873.

Undergraduate College(s)	Major/Area of Study	Date Degree Conferred	Degree Type (Associate, Bachelor, etc.)	Name as listed on Transcripts

Graduate/Professional College(s)	Major/Area of Study	Date Degree Conferred	Degree Type (Masters, Doctorate etc.)	Name as listed on Transcripts

Have you ever had any job-related training in the United States military? Yes No

If yes, please describe: _____

Licenses/Certifications

Issuing Organization/Entity	License/Certification	Date Obtained	Date Expired

Academic Honors

Awarded	Issued By	Date

Memberships in Professional, Honorary, and Learned Societies

Organization	Dates of Membership	Office(s) Held	Date Held

Publications

Publication Title	Date

Additional Information (describe other experience, or other special qualifications related to teaching): _____

EMPLOYMENT HISTORY Must be completed in full. **Indicating see resume is not sufficient. Street addresses and phone numbers for former employers are required.**

List last four positions. Start with most recent job. Include any job-related military service assignments and/or volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disability or other protected status.

1. Employer	Length of Service		Work Performed
	From	To	
Address	Yrs.	Mos.	
	Hourly Rate/Salary		
Telephone Number	Starting		
Job Title	Ending		
Reason for Leaving	Supervisor		
2. Employer	Length of Service		Work Performed
	From	To	
Address	Yrs.	Mos.	
	Hourly Rate/Salary		
Telephone Number	Starting		
Job Title	Ending		
Reason for Leaving	Supervisor		
3. Employer	Length of Service		Work Performed
	From	To	
Address	Yrs.	Mos.	
	Hourly Rate/Salary		
Telephone Number	Starting		
Job Title	Ending		
Reason for Leaving	Supervisor		
4. Employer	Length of Service		Work Performed
	From	To	
Address	Yrs.	Mos.	
	Hourly Rate/Salary		
Telephone Number	Starting		
Job Title	Ending		
Reason for Leaving	Supervisor		

REFERENCES

Please provide the name, city, state, e-mail, phone number, length of time known, and occupation of **at least three (3)** individuals who are not related to you and are not previous employers. (Must be completed in full; **city, state, and phone numbers are required; e-mail address is optional**)

Name	City, State	Phone Number	E-mail	Length Known	Occupation

APPLICANT'S ACKNOWLEDGEMENT

(Please read before signing)

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 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.

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.

- I have attached my current resume.
- I have requested an official transcript from each of my degree-awarding institutions.

Please print the employment application, then sign and date below before mailing it to the appropriate hiring manager.

Date: _____ Applicant's Signature: _____

*****NAU use only*****

Interview: _____ By: _____ Comments: _____
