



# NATIONAL AMERICAN UNIVERSITY

## 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"see resume" on this application does not constitute completion of the form and may result in your application being withdrawn from consideration.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 an Associate/Adjunct faculty position at the following campus(es) (check all that apply):

<input type="checkbox"/>	Albuquerque, NM	<input type="checkbox"/>	Albuquerque West, NM	<input type="checkbox"/>	Allen, TX	<input type="checkbox"/>	Austin, TX	<input type="checkbox"/>	Austin South, TX	<input type="checkbox"/>	Bloomington, MN
<input type="checkbox"/>	Brooklyn Center, MN	<input type="checkbox"/>	Burnsville, MN	<input type="checkbox"/>	Centennial, CO	<input type="checkbox"/>	Colorado Springs, CO	<input type="checkbox"/>	Colorado Springs South, CO	<input type="checkbox"/>	Denver, CO
<input type="checkbox"/>	Ellsworth, SD	<input type="checkbox"/>	Georgetown, TX	<input type="checkbox"/>	Independence, MO	<input type="checkbox"/>	Lee's Summit, MO	<input type="checkbox"/>	Minnetonka, MN	<input type="checkbox"/>	Overland Park, KS
<input type="checkbox"/>	Rapid City, SD	<input type="checkbox"/>	Richardson, TX	<input type="checkbox"/>	Rochester, MN	<input type="checkbox"/>	Roseville, MN	<input type="checkbox"/>	Sioux Falls, SD	<input type="checkbox"/>	Tulsa, OK
<input type="checkbox"/>	Watertown, SD	<input type="checkbox"/>	Weldon Spring, MO	<input type="checkbox"/>	Wichita, KS	<input type="checkbox"/>	Wichita West, KS	<input type="checkbox"/>	Zona Rosa (KC), MO	<input type="checkbox"/>	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: \_\_\_\_\_

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.)*

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? \_\_\_\_\_



**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	<b>Length of Service</b>		<b>Work Performed</b>
	From	To	
Address	Yrs.	Mos.	
	Hourly Rate/Salary		
Telephone Number	Starting		
Job Title	Ending		
Reason for Leaving	Supervisor		
2. Employer	<b>Length of Service</b>		<b>Work Performed</b>
	From	To	
Address	Yrs.	Mos.	
	Hourly Rate/Salary		
Telephone Number	Starting		
Job Title	Ending		
Reason for Leaving	Supervisor		
3. Employer	<b>Length of Service</b>		<b>Work Performed</b>
	From	To	
Address	Yrs.	Mos.	
	Hourly Rate/Salary		
Telephone Number	Starting		
Job Title	Ending		
Reason for Leaving	Supervisor		
4. Employer	<b>Length of Service</b>		<b>Work Performed</b>
	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: \_\_\_\_\_