

FACULTY APPLICATION FOR EMPLOYMENT

Queens Is An Equal Opportunity Employer,
Committed to Diversity in the Workplace

As we pursue our mission to provide educational experiences that transform students' lives and foster personal and professional success, Queens University of Charlotte is completely and firmly committed to supporting and celebrating all forms of diversity. Queens does not discriminate in hiring or terms or conditions of employment on the basis of race, color, gender, sexual orientation, sexual identify, religion, age, national origin, disability, political beliefs, pregnancy, veteran status, genetic information or any characteristic protected by law. Any applicant for employment who needs any reasonable accommodation under the Americans with Disabilities Act should contact the Director of Human Resources (704-337-2297 or hr@queens.edu). No question on this application is intended to secure information to be used for such discrimination.

PERSONAL DATA

First Name	MI	Last Name	Application Date
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Current Address	City, State	Zip
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Permanent Address <i>(if different)</i>	City, State	Zip
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Email Address *(at which you are able to receive confidential information)*

Home Phone	Cell Phone	Business Phone
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Are you 16 or older (If under 18, a work permit is required) <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been convicted of a crime? <i>(A conviction is not an absolute bar to employment)</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you possess unlimited, unrestricted authorization to work in the U.S. for any employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Please provide any other name(s) you have worked under, to allow Queens to conduct reference checks

PLACEMENT INFORMATION

Position Desired	Employment Type Desired <i>(check all that apply)</i> <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Adjunct
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How did you learn of this position?	Date Available
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Have you previously been employed by Queens University of Charlotte? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Position & Dates of Employment
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EDUCATION

Please attach a current resume or a curriculum vitae which lists all colleges and universities attended and degrees earned.

EMPLOYMENT HISTORY

List all employers, beginning with current/most recent. Please explain gaps in employment.

****ATTACH a CURRENT RESUME or CV & PROFESSIONAL REFERENCES with CONTACT INFORMATION****

Current/Last Employer	Supervisor	Telephone
Address	Hire Date / /	Termination Date / /
Position	Starting Salary \$	Ending Salary \$
Reason for seeking other opportunity	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Previous Employer	Supervisor	Telephone
Address	Hire Date / /	Termination Date / /
Position	Starting Salary \$	Ending Salary \$
Reason for seeking other opportunity	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Previous Employer	Supervisor	Telephone
Address	Hire Date / /	Termination Date / /
Position	Starting Salary \$	Ending Salary \$
Reason for seeking other opportunity	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

IMPORTANT: READ BEFORE SIGNING

Filing an application for employment with Queens University of Charlotte (“Queens”) is a preliminary step to employment. Such application does not obligate Queens in any way to offer employment or the applicant to accept employment. An offer of employment, if made, is for employment at-will and is not to be construed as a guarantee of continued employment. Queens reserves the right to terminate employment of any employee at any time. Any employee also has the right to terminate his or her employment with Queens at any time.

- I authorize investigation of all matters contained in this application which Queens may deem relevant to my employment and I authorize my previous employers or other persons having information concerning me or my record to report such information to Queens. Such persons are hereby released from all liability for issuing such information. Queens will keep all such information confidential except where such information is required to be released by law or order of a court or other authority.
- I understand and agree that I will be subject to immediate termination if it is subsequently discovered that the information herein or in attached documents is untrue or that I have failed to disclose material fact. I understand that if employed by Queens, such employment will occur at will and no contract of employment, expressed or implied, is created and that no representative of Queens other than the President has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing. I understand that if I receive an offer of employment and I accept the position, I will be required to provide additional information necessary for company recordkeeping requirements.
- Notice to applicants as required by the Fair Credit Reporting Act: As part of Queens’ employment process, an investigative consumer report, as governed by the Fair Credit Reporting Act or any similar state or local statute, will be requested. However, requests will not be made without your prior written authorization.

Signature

Date