

PERSONAL INFORMATION

One Neumann Drive, Aston, PA 19014-1298

Phone: 610-558-5628 • (800) 9-NEUMAN • Fax: 610-361-5224

www.neumann.edu

# APPLICATION FOR FACULTY EMPLOYMENT

Please print clearly and complete both sides of this Employment Application. You must submit a resumé/vita and four letters of reference. All sections must be completed even when resumé/vita is attached. We are an equal opportunity employer, dedicated to a policy of non-discrimination on any basis including race, creed, color, age, sex, religion, national origin, handicap, or sexual orientation. It is the policy of Neumann University to provide reasonable accommodations for qualified persons with disabilities who are applicants for employment. If you need assistance to interview because of a disability, please contact Human Resources. Employment opportunities will not be denied to anyone because of the need to make reasonable accommodations for a person's disability.

Date of Application	E-Mail Address	Phon	e Number		SSN XXX-XX
Name					
Last		First			Middle
Present Address	Street	City		State	Zip
Permanent Address _					
	Street	City		State	Zip
State name of any rela	tive(s) already employed by the Universi	ty			
Referred by					
,	right to remain and work in the U.S.? [ply: A. Working Papers (as necessary) B		•		
EMPLOYMENT I	DESIRED				
Position	Date you can s	start	Salary	desired (not	history)
Are you employed nov	v? 🗌 Yes 🔠 No 💮 If so, may v	we inquire of your p	resent employer	? Yes	□ No
If no, why?					
Have you ever applied	to the University before? ☐ Yes ☐ No	Where		When	
Have you ever been co	onvicted of a felony?   Yes   No	If yes, describe circu	ımstances		
	tion will not automatically disqualify				
you from consideration, ex	cept as required by state or federal law. Learı	ned about position from	n:		
<b>EDUCATION AN</b>	D PROFESSIONAL PREPARAT	ΓΙΟΝ			
	ce completion of high school to the presen official transcripts sent before scheduled i				
	Name and Location of School	Circle Last Year Completed	Dates	Did you graduate?	Subjects Studied and Degree(s) Received
History Cales and		1 0 0 1		□Yes	
High School		1 2 3 4		□No	
			From	☐ Yes	
College		1 2 3 4	То	□ No	
Graduate School			From	☐ Yes	
		1 2 3 4	То	□ No	
Trade, Business or			From	☐ Yes	
Correspondence School		1 2 3 4	То	□ No	
			From	☐ Yes	
Other		1 2 3 4	To	□ No	

Title of Master's Thesis				
Title of Doctoral Dissertation				
If you are currently engaged in a pro-	gram of higher education, what is your pro	esent status?		
Have you ever been removed or disn	nissed from any position? $\ \square$ Yes $\ \square$ N	lo If yes, explain		
SUBJECTS YOU ARE QUA	LIFIED TO TEACH			
List in order of preference the subjec	ts you are qualified to teach			
Subject	Semester Hours of credit earned in this subject or area	Undergraduate	Graduate	Total
LICENSES AND CERTIFICA	TIONS			
List those licenses and certifications Registered Medical Technologist, etc.	currently held and valid, such as Certified	Public Accountant, Regis	tered Nurse,	
Clinical Expertise/Experience:				
Scholarships and Professional Honor	s Awarded:			
Professional Societies to which you be	elong: List offices held, services performe	d, etc.		
Community Organizations and Service	es Performed:			

# **CURRENT/ PREVIOUS EMPLOYERS**

List below your previous employers, starting with the most recent one first. Leave no gaps from present back to high school. List teaching, research, professional, business, trade, governmental, military experience.

Date Month and Year	Name and Phone Number of Employer	Location	Capacity Employed	Supervisor and Position	Part-Time or Full-Time	Reason for Leaving
From		City				
То		State				
From		City				
То		State				
From		City				
То		State				
From		City				
То		State				
From		City				
То		State				
From		City				
То		State				
From		City				
То		State	]			

#### **REFERENCES**

List four (4) persons living in the United States who are not related to you and who have definite knowledge of your qualifications for the position.

Name	Address and Phone Number	Business	Years Acquainted

#### APPLICANT STATEMENT

I certify that the information provided on this application (and accompanying resume, if applicable) is true and complete to the best of my knowledge. I authorize investigation, including a criminal background check, of all statements contained herein, and the contacting of references and previous employers. I release such persons and all parties from liability for communications involving my potential employment. I understand that neither this application, nor any offer of employment from University employees constitutes an employment contract, unless a specific document to that effect is executed in writing by the University. I understand that my employment is for no specified period of time, and may be ended by either myself or the University at any time. If employed, I understand that false or misleading information provided in my application, resumé or interview(s) may result in immediate discharge. I agree to abide by all rules and regulations of the University.

I understand that if an offer of employment is made, Neumann University will obtain various investigative reports and consumer investigative reports and that my employment will be contingent upon the successful clearance of all background reports. I will be required to sign a Release and Authorization form for Neumann University to conduct these background checks.

Signature	Date
Signature	Date

### **NEUMANN UNIVERSITY MISSION STATEMENT**

Neumann University, founded and sponsored by the Sisters of St. Francis of Philadelphia, is a Catholic co-educational institution of higher education in the liberal arts and Franciscan traditions. The University offers an education based on the concepts that knowledge, while valuable in itself, is to be used in the service of others, and that learning is a life-long process. Neumann University affirms and respects the uniqueness and inherent dignity of each person and believes that the individual's spiritual, emotional, intellectual, physical and social growth complement and fulfill one another. Neumann seeks to educate a diverse population of students in a scholarly, supportive and caring environment. Education at Neumann University integrates the intellectual and affective development of its students. Its programs sharpen social awareness and ethical concern. The Neumann University community reflects the spirit and values of St. Francis of Assisi by developing a sense of responsibility which fosters and respects diversity. Implicit in the University's Mission is to recognize its responsibility to offer educational programs which anticipate and respond to the changing needs of society.



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