



# JACKSONVILLE UNIVERSITY (JU) FACULTY EMPLOYMENT APPLICATION

2800 University Boulevard North, Jacksonville, FL 32211-3394

## AN EQUAL OPPORTUNITY EMPLOYER

Jacksonville University is an Equal Opportunity employer and educational institution and does not discriminate on the basis of race, color, religion, age, national origin, gender, pregnancy, sexual orientation, gender identity or expression, physical or intellectual impairment, marital status, genetic information, military status, or any other protected characteristics under Florida and Federal laws. The University encourages applications from individuals with diverse backgrounds and experiences.

### GENERAL INFORMATION

Name (Last, First, Middle)		Do you have a preferred name? If so, please state the preferred name: Yes      No	
Telephone Number:	Email Address:		
Mailing Address:	City:	State:	Zip:
Have you ever been employed under a different name? If so, please state the name(s):	Are you legally eligible for employment in the U.S.?      Yes      No Will you now or in the future require sponsorship for employment visa status (e.g., H-1B visa status)?      Yes      No <i>Proof of employment eligibility will be required upon employment.</i>		
Position Applied For:			
Status Desired: Full-Time Part-Time	Are you able to perform the essential functions of the job as described in the job posting?      Yes      No If NO, explain.		
Preferred Course Assignments:			
Membership in Learned and Professional Societies:			
Publications:			
Plans for advance Study Research, Consulting, and Publication:			

### SPECIAL SKILLS

Summarize special skills and qualifications acquired from employment, military, or other experience or training which may be directly transferable to the job for which you are applying.

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### WORK EXPERIENCE 1

Employer:	Employment Dates From: _____ To: _____
Job Title:	
Address:	
Role Description:	
Reason for Leaving:	

### WORK EXPERIENCE 2

Employer:	Employment Dates From: _____ To: _____
Job Title:	
Address:	
Role Description:	
Reason for Leaving:	

### WORK EXPERIENCE 3

Employer:	Employment Dates From: _____ To: _____
Job Title:	
Address:	
Role Description:	
Reason for Leaving:	

## EMPLOYMENT GAP(S)

Please explain any gaps in your employment history.

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## EDUCATION

### Institution #1

Institution:	Dates Attended:	Major:
Degree Received:	Date Degree Received:	Minor:

### Institution #2

Institution:	Dates Attended:	Major:
Degree Received:	Date Degree Received:	Minor:

### Institution #3

Institution:	Dates Attended:	Major:
Degree Received:	Date Degree Received:	Minor:

### Institution #4

Institution:	Dates Attended:	Major:
Degree Received:	Date Degree Received:	Minor:

**Doctoral Dissertation Title:**

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**Honors and Distinctions, including Honorary Societies:**

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## PROFESSIONAL REFERENCES

Name	Title	Relationship	Phone Number

## AGREEMENT

1. I certify that all information provided herein is true and complete to the best of my knowledge.
2. I understand that any false statements or omission of information in this application may be sufficient cause for disqualifying my application from consideration or, if hired, for discharge.
3. I hereby authorize Jacksonville University to verify all statements contained in this application and to contact all references, employers (except as limited by me herein), or any other persons or agencies having information relative to such statements. I request any duly constituted law enforcement agency or judicial officer to furnish Jacksonville University with all information at its disposal pertaining to any criminal conviction record on me. I hereby release Jacksonville University or other individuals from any liability arising from the disclosure of said information.
4. I understand that Jacksonville University has not requested information regarding the existence of a criminal background at this time. However, I understand that Jacksonville University conducts background checks on all individuals offered employment with the University and that any offer of employment will be conditioned on the result of a background investigation. I further understand that certain information in the background check may disqualify me from employment even if I am otherwise the most qualified applicant for employment.
5. The contents of any faculty handbook or personnel manuals, as well as other University policies and practices, are subject to change or modification by the University. I also understand that no supervisor or other official of the University (except its Chief Executive Officer) in writing has the authority to enter into any agreement with me or to make any agreement contrary to the foregoing.
6. Applicants needing accommodations, due to a disability, in connection with applying for a position, should contact the Office of People and Culture at 904-256-7025.
7. Non-Discrimination: Jacksonville University does not discriminate on the basis of sex, disability, race, age, religion, color, national or ethnic origin, ancestry, marital status, veteran status, sexual orientation, gender identity, gender expression, genetic information, physical characteristics, or any other category protected by federal, state, or local law, in its educational programs and activities. The following person have been designated to handle inquiries regarding the nondiscrimination policies: The Title IX Coordinator Davis Student Commons, 2800 University Blvd N, Jacksonville, FL 32211, (904) 256-7070; The AVP of the Office of People and Culture and Director of Compliance is responsible for handling all other inquiries relating to discrimination including ADA and Section 504 of Rehabilitation Act, Howard Administration Building, 2800 University Blvd N Jacksonville, FL 32211, 904-256-7025.
8. Clery Act: In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, Jacksonville University provides information on crime prevention, the authority of the campus safety officers, crime reporting policies, fire safety, disciplinary procedures and other matters of importance related to security and safety on campus for the past three (3) years. The annual security and fire safety report is available on the Jacksonville University's website. To obtain a paper copy of the report, please visit the Jacksonville University Campus Safety Department on the first level of the Howard Administration Building or you can request that a copy be mailed to you by calling, 904-256-7585.

This is to certify that I have read, understand, and agree with all items listed above.

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Applicant's Signature

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Date