



JACKSONVILLE UNIVERSITY (JU) ADMINISTRATIVE AND STAFF 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.

PERSONAL 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 at least 18 years of age? Yes No Are you legally eligible for employment in the U.S.? Yes No <i>Proof of employment eligibility will be required upon employment.</i>		

GENERAL INFORMATION

Position Applied For:		Date Available:	Salary Requirement:
Status Desired: Full-Time Part-Time	Referral Source: JU Website Indeed HigherEdJobs Friend Relative Other _____		
Are you currently or previously employed by Jacksonville University? Yes, I am a current employee Yes, I was employed from _____ to _____ No			
Are you currently enrolled as a student at JU? Yes No		Have you read the posted job description? Yes No	
Are you related to anyone employed by the University? Yes. If yes, please provide the name: _____ No			
Are you able to perform the essential functions of the job as described in the job posting? Yes No If NO, explain.			

If you omit or falsify requested information in your response to any of these questions, your application may be disqualified from consideration or you may be discharged, if hired.

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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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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EDUCATION

School or University	Degree	Field of Study	Overall Results

List of licenses, certifications, and other credentials.

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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 will 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 and obtain information from all references, employers (except as limited by me herein), or any other persons or agencies having information that will assist Jacksonville University in evaluating my suitability for employment. 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 individual, 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. Applicants accepted for employment should understand that while Jacksonville University makes every effort to provide steady employment, the University cannot guarantee the permanence of any position. Job tenure can be affected by many factors, including economic conditions, changes in laws, University policies, conformity to work rules, job performance, etc. Jacksonville University operates under the Employment At Will statute of the State of Florida. I further understand that no oral promise, University policy, custom, business practice or other procedure (including the University's Employee Handbook or any personnel manuals) constitutes an employment contract or modification of the at-will employment relationship between me and the University.
6. The contents of any employee handbook or personnel manuals, as well as other University policies and practices, are subject to change or modification by the University, solely at its discretion, without notice. I also understand that no supervisor or other official of the University (except it Chief Executive Officer, in writing) has the authority to enter into any agreement with me or to make any agreement contrary to the foregoing.
7. 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.
8. 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.
9. In compliance with the Clery Act, the University annually provides a report to each student and current employee, as well as to prospective employees and students, that provides a detailed disclosure of information regarding campus security practices The Annual Security and Fire Safety Report is available online at Campus Security Department.

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

Applicant's Signature

Date