

# Malone University

A Christian University for the Arts, Sciences and Professions

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## Faculty Employment Application

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street City State Zip Code

Years Lived at this Address: \_\_\_\_\_ Telephone: \_\_\_\_\_ ( )

Are you legally authorized to work in the United States?  Yes  No

If yes, can you verify your identity and eligibility to work in the United States?  Yes  No

If your education or employment records are under any other name, please specify: \_\_\_\_\_

Are you over age 18?  Yes  No. If yes, can you verify your birth date?  Yes  No

Have you ever been discharged or asked to resign from a position?  Yes  No

If yes, please explain conditions or circumstances: \_\_\_\_\_

Have you ever been convicted of any crime under civilian or military law, other than minor traffic violations? If yes, list the date and nature of each pertinent offense (although such conviction does not necessarily exclude applicant from employment categories):  Yes  No

Have you ever served in the U.S. Armed Forces? If yes, please give dates of service, branch, highest rank attained and primary military duties, including special training or skills acquired:  Yes  No

If related to anyone in our employ, state the name and relationship: \_\_\_\_\_

Please see [www.malone.edu/hr](http://www.malone.edu/hr) for faculty opening announcements

All full-time faculty applications must include:

- faculty employment application
- letter of application
- curriculum vitae
- statement of Christian belief in relationship to Malone's doctrinal statement (750 words or less on personal faith commitment and formation)
- statement of faith and learning in the academic discipline (750 words or less)
- names and contact information for three references

The following items will be requested if an interview is granted:

- sample syllabus (if available)
- summaries of student evaluations (if available)
- transcripts

## **MISSION AND DOCTRINAL STATEMENTS OF MALONE UNIVERSITY**

### **APPLICANT'S STATEMENT OF UNDERSTANDINGS, AUTHORIZATIONS AND AGREEMENTS**

I UNDERSTAND THAT ACCEPTANCE OF MY APPLICATION FOR EMPLOYMENT DOES NOT COMMIT **MALONE UNIVERSITY** ("THE UNIVERSITY") IN ANY WAY TO HIRE ME; AND THAT NOTHING IN MY APPLICATION, OR IN ANY COMMUNICATION OR DOCUMENT, CREATES OR IMPLIES A CONTRACT OR PROMISE OF EMPLOYMENT, OR REQUIRES THAT I BE HIRED OR RETAINED BY THE UNIVERSITY IN ANY POSITION FOR ANY PERIOD OF TIME.

I AUTHORIZE THE UNIVERSITY TO INVESTIGATE ALL WRITTEN OR ORAL STATEMENTS BY ME AND TO OBTAIN SUCH INFORMATION AND REPORTS AS REASONABLY SHALL BE REQUIRED BY THE UNIVERSITY CONCERNING ME. I AUTHORIZE EACH PERSON CONTACTED IN CONNECTION WITH THIS APPLICATION TO GIVE THE UNIVERSITY ANY INFORMATION REQUESTED CONCERNING ME. FURTHERMORE, I RELEASE ALL SUCH PARTIES FROM ANY CLAIM, DAMAGE OR LIABILITY RESULTING FROM THEIR FURNISHING SUCH INFORMATION TO THE UNIVERSITY.

I UNDERSTAND THAT, IF EMPLOYED, I MUST BE IN AGREEMENT WITH AND COMMITTED TO THE STANDARDS AND MISSION OF MALONE UNIVERSITY AS EXPRESSED IN THE UNIVERSITY'S "DOCTRINAL STATEMENT," "MISSION STATEMENT" AND "STATEMENT OF COMMUNITY RESPONSIBILITIES" (WHICH I ACKNOWLEDGE RECEIVING); AND THAT ANY EMPLOYMENT WITH THE UNIVERSITY SHALL BE SUBJECT TO AND IN ACCORDANCE WITH ANY APPLICABLE LAW OR UNIVERSITY EMPLOYEE HANDBOOK(S) AND OTHER POLICIES, RULES, PRACTICES AND PROCEDURES OF THE UNIVERSITY OR ANY AMENDMENTS THERETO. I ALSO UNDERSTAND THAT THE UNIVERSITY SHALL HAVE THE RIGHT TO AMEND, MODIFY OR REVOKE ITS POLICIES, RULES, PRACTICES AND PROCEDURES AT ANY TIME, AND THAT SUCH MATTERS SHALL BE BINDING UPON ME AS THEY NOW OR HEREAFTER ARE IN EFFECT.

I FURTHER UNDERSTAND THAT ANY EMPLOYMENT BY THE UNIVERSITY SHALL BE CONDITIONED UPON SATISFACTORY COMPLETION OF SUCH BACKGROUND RESEARCH, INVESTIGATION AND REFERENCE CHECKS, MEDICAL EXAMS, SUBSTANCE TESTS AND/OR OTHER EMPLOYMENT-RELATED PROCEDURES AS SHALL BE REQUIRED BY THE UNIVERSITY.

I CERTIFY THAT THE INFORMATION GIVEN BY ME ON THIS APPLICATION IS TRUE AND COMPLETE (AS IS THE INFORMATION WHICH I HAVE PROVIDED TO THE UNIVERSITY IN ANY DOCUMENT OR INTERVIEW), AND THAT I HAVE NOT WITHHELD ANY FACT WHICH, IF DISCLOSED, WOULD UNFAVORABLY AFFECT MY QUALIFICATIONS FOR EMPLOYMENT. I AGREE THAT ANY FALSE OR SUBSTANTIALLY MISLEADING INFORMATION FURNISHED BY ME ON OR IN CONNECTION WITH THIS APPLICATION, OR IN ANY RELATED INTERVIEW OR DOCUMENT, SHALL BE SUFFICIENT REASON FOR REJECTION OF MY APPLICATION, OR TERMINATION OF MY EMPLOYMENT, AS APPROPRIATE.

I HAVE CAREFULLY READ THE FOREGOING APPLICATION AND UNDERSTAND ITS CONTENTS.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

### **EQUAL OPPORTUNITY POLICY**

MALONE UNIVERSITY HAS AN ESTABLISHED POLICY OF EQUAL ACADEMIC AND EMPLOYMENT OPPORTUNITY. THIS POLICY IS APPLIED TO ALL QUALIFIED STUDENTS, EMPLOYEES AND APPLICANTS FOR ADMISSION OR EMPLOYMENT, IN ALL UNIVERSITY PROGRAMS AND ACTIVITIES, WITHOUT UNLAWFUL DISCRIMINATION BASED ON RACE, COLOR, NATIONAL ORIGIN, RELIGION, SEX, AGE, DISABILITY OR MILITARY OR VETERAN STATUS.