



UNIVERSITY OF RICHMOND  
FOUNDED 1830

# University of Richmond

## FACULTY APPLICATION FOR EMPLOYMENT

Submit to the appropriate dean's office fax:

<b>Arts &amp; Sciences</b>	<b>(804) 289-8818</b>
<b>Business</b>	<b>(804) 287-6544</b>
<b>Continuing Studies</b>	<b>(804) 289-8138</b>
<b>Law</b>	<b>(804) 289-8992</b>
<b>Leadership</b>	<b>(804) 287-6694</b>

**We appreciate your interest in the University of Richmond.** All applications receive careful consideration. Applicants with the best match of qualifications and experience may be invited for a personal interview.

**The University of Richmond is an Equal Opportunity Employer by both policy and practice.** The University prohibits discrimination and harassment against applicants, students, faculty or staff on the basis of race, color, religion, sex, sexual orientation, national or ethnic origin, age, marital or veteran status, or the presence of a non-job-related medical condition. It is the intent of the University's employment and personnel practices to conform to all applicable federal, state and local laws and regulations regarding non-discrimination.

**In compliance with the requirements of the Immigration Reform and Control Act of 1986,** you will be required to complete an Employment Eligibility Verification (I-9) Form and provide certain documents, which establish your identity and authorization to work in the United States. It is our policy that if an employment offer is extended, you will not be permitted to begin working until the appropriate documents are provided, reviewed and approved by Human Resource Services.

In compliance with the requirements of the Social Security Administration, you will be required to produce an original Social Security card or a receipt from the SSA verifying that you have applied for a replacement card, in order to be employed at the University of Richmond. Information regarding applying for a new or replacement card may be found at <http://www.ssa.gov>.

**In consideration for my employment, I agree to conform to all current and subsequent rules and regulations of the University.** I understand that no supervisor or representative of the University has any authority to enter into any other agreement with me for any specified time or to make any agreement with me for any specified period of time or to make any agreement contrary to the foregoing.

If I leave University employment, I recognize that access to electronic services (e-mail, internet, and intranet) will end and all University keys, identification cards, records, documents, materials, lists, drawings, books, programs and all other property of the University made or received by me as an employee are property of the University exclusively and must be returned unless other formal understandings (e.g. regarding intellectual property rights) supercede this requirement. In addition, any money owed the University will be deducted from my last paycheck or through special arrangements made with the University.

**The security of all members of the campus community is of vital concern to the University of Richmond.** Information regarding crime prevention advice, the law enforcement authority of the University Police, policies concerning the reporting of any crimes which may occur on campus, and crime statistics for the most recent 3-year period may be requested from the University of Richmond Police Department, Box 296, University of Richmond, VA 23173 or accessed <http://oncampus.richmond.edu/administration/police/ccra/index.htm>

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I certify that the statements furnished by me in the form of a CV/resumé and in this application are true and correct. I understand that any false answers or information given in this application or any such supplement thereto, or the omission of pertinent information may result in withdrawal of an employment offer or, if hired, immediate dismissal. I further understand that, if hired, my employment is subject to guidelines and policies of the University of Richmond and those stated in the *University of Richmond Faculty Handbook* found on-line at: <http://oncampus.richmond.edu/academics/facultyhdbk/index.html>.

I hereby authorize the University of Richmond to make a thorough investigation of my background employment record and references (including the authority to request a college transcript and a criminal conviction report). I hereby release the University of Richmond and all persons, companies or corporations supplying such information from liability or responsibility in connection with such investigation. According to the Federal Fair Credit Reporting Act, I am entitled to know if employment was denied based on information obtained by my prospective employer and to receive a disclosure of the public record information and of the nature and scope of the investigative report. The University of Richmond will comply with the requirements of the Fair Credit Reporting Act.

Signature

Date

*Please print using a black pen*

**PERSONAL INFORMATION**

Full name:	(Last)	(First)	(Middle)	Social Security Number			
Address:							
Home phone: (      )				Cell phone: (      )			
May we contact you at work? <input type="checkbox"/> Yes <input type="checkbox"/> No				Work phone: (      )			
E-mail address:				FAX: (      )			

**GENERAL INFORMATION**

If hired, can you furnish proof that you are eligible to work in the United States ? <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Proof of identity and citizenship or immigration status as well as an original Social Security card will be required upon employment.</i>
Have you <b>ever</b> been convicted of any law violation? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>This will not necessarily disqualify you from employment.</i> If yes, list particulars (including date) and plea of guilty or no contest. <b>Exclude any minor traffic violations.</b>	
Have you ever been employed with the University of Richmond? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list month, year, and job title:	

**EDUCATION AND SKILLS**

Name of College/University (in chronological order from earliest degree through post graduate training)	Location (City and State)	Are you currently enrolled?	Year Completed	Degree	Major/Program

**If requirements for terminal degree are yet to be completed, please enter information & indicate estimated date of completion (month and year) below:**

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**SPECIAL SKILLS/EXPERTISE/TRAINING**

Special skills, expertise, or training not listed above:

\_\_\_\_\_

\_\_\_\_\_

**PROFESSIONAL OR TECHNICAL CERTIFICATION/LICENSURE**

Type of Certification/Licensure: \_\_\_\_\_

Are you registered or licensed in VA?     Yes     No    If no, what state(s)? \_\_\_\_\_

Certificate/License Number: \_\_\_\_\_ Renewal Number: \_\_\_\_\_ Year Obtained: \_\_\_\_\_ Renewal Date: \_\_\_\_\_

Has this license ever been revoked or suspended?     Yes     No

**POSITION INFORMATION**

Position applied for: \_\_\_\_\_

University of Richmond Department: \_\_\_\_\_