



VOLUNTARY DEMOGRAPHICS INFORMATION

To the Prospective Applicant: As an applicant of the University of Northern Colorado, we would appreciate you completing the following voluntary information below and return with the above application. This sheet will be permanently separated from the rest of your application. The information gathered in this manner is vital to the University's affirmative action compliance with Titles VII and IX of the Civil Rights Act, The Rehabilitation Act of 1973, and the Vietnam Era Veterans Readjustment Act of 1974. Thank you for your help - UNC Human Resource Services

Position Title _____ **Position Number** _____

Date _____

Where did you hear of the position? *(Source: name, newspaper, website ,etc)* _____

Name: (Please Print) _____

Ethnicity: Check only one

Hispanic or Latino Yes No

Race: Check only one

Gender:

- 1 - American Indian or Alaska Native (not Hispanic or Latino)
- 2 - Asian (not Hispanic or Latino)
- 3 - Native Hawaiian or Other Pacific Islander
- 4 - Black or African American (not Hispanic or Latino)
- 5 - White, (not Hispanic or Latino)
- 6 - Hispanic or Latino
- 7 - Two or More Races (not Hispanic or Latino)

- Male
- Female

Citizenship:

U.S. Citizen Visa *(status)* _____

Disability:

Yes No

Veteran's Information:

- 1-Disabled Veteran
- 2-Veteran
- 3-Disabled Vietnam Era Veteran
- 4-Vietnam Era Veteran
- 5-Unremarried Surviving Spouse

I do not wish to furnish the above information

UNIVERSITY of
NORTHERN COLORADO



APPLICATION FOR EMPLOYMENT for Exempt-Administrator Positions

The University of Northern Colorado is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.

PERSONAL: Please Print. All statements and questions are to be completed.

Date _____ Position and Number Applying For: _____

Name _____
Last First Middle Maiden

Address _____
Number & Street City State Zip Code

Phone Number _____ Message Phone: _____

Social Security Number _____ Are you over 18 years old? ___ Yes ___ No

Full Time ___ Part Time ___ Date Available _____ Salary Desired _____

Are you legally eligible for employment in the United States? ___ Yes ___ No

(If offered employment, you will be required to provide documentation to verify eligibility within 3 days of hire date)

EDUCATION HISTORY: This section must be accurate and complete.

High School: No. of Yrs Completed (circle one) 1 2 3 4
Diploma: ___ Yes ___ No **G.E.D.:** ___ Yes ___ No **Date Awarded** _____

School _____ City/State _____

University/College (Undergraduate, Graduate, Post Graduate): List highest degree attained first

Number of Years Completed (circle one) 1 2 3 4

School _____ City/State _____ Attended From - To (Mo-Yr) _____

Major _____ Degree Earned _____ Date Awarded _____

University/College (Undergraduate, Graduate, Post Graduate):

Number of Years Completed (circle one) 1 2 3 4

School _____ City/State _____ Attended From - To (Mo-Yr) _____

Major _____ Degree Earned _____ Date Awarded _____

Other Vocational or Military Training or Degrees:

School _____ City/State _____ Attended From - To (Mo-Yr) _____

Course _____ Degree or Certificate Earned _____ Date Awarded _____

PROFESSIONAL LICENSES, CERTIFICATIONS, OR MEMBERSHIPS:

Type of License(s)/Certification(s) Held _____

State License Number _____

Expiration Date _____

Other Professional Memberships _____

(You need not disclose membership in professional organizations that may reveal information regarding race, color, creed, sex, religion, national origin, ancestry, age, disability, marital status, veteran status or any other protected status.)

PROFESSIONAL REFERENCES

Name _____

Address _____

Phone (____) _____

E-mail _____

Name _____

Address _____

Phone (____) _____

E-mail _____

Name _____

Address _____

Phone (____) _____

E-mail _____

Explain any gaps in work history: _____

Have you ever been discharged or asked to resign from a job? ____ Yes ____ No If yes, explain:

EMPLOYMENT: List your employment history, including military, starting with the most recent job, including part-time, temporary, and volunteer jobs. If more than one job was held with a given organization, list each job held as a separate period of employment. Under "Duties", describe clearly the tasks you performed and the nature of your

supervisory, technical, or other responsibilities as they related to the job for which you are applying. Be complete and specific in detailing of duties. If any employment was under a different name, indicate name(s) _____

<p>Position: _____</p> <p>Employer: _____</p> <p>Address: _____</p> <p>_____</p> <p>Immediate Supervisor: _____</p> <p>Phone Number: _____</p> <p>Dates Employed: (mo/yr) From: _____ TO _____</p> <p>Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/></p> <p>Annual Salary: _____</p> <p>Reason for Leaving: _____</p> <p>May We Contact Employer? _____</p>	<p>Briefly Describe Position Duties:</p>
<p>Position: _____</p> <p>Employer: _____</p> <p>Address: _____</p> <p>_____</p> <p>Immediate Supervisor: _____</p> <p>Phone Number: _____</p> <p>Dates Employed: (mo/yr) From: _____ TO _____</p> <p>Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/></p> <p>Annual Salary: _____</p> <p>Reason for Leaving: _____</p> <p>May We Contact Employer? _____</p>	<p>Briefly Describe Position Duties:</p>
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Reason for Leaving: _____	
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APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in the above employment application and any submitted attachments are true and complete to the best of my knowledge and I authorize the University of Northern Colorado (University) to verify their accuracy and to obtain reference information on my work performance. I hereby release the University from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted, that I will fully adhere to the policies, rules and regulations of employment of the University. However, I further understand that neither the policies, rules, regulations of employment nor anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or the Employer may terminate my employment at any time with or without notice or cause.

I understand that additional terms and conditions of employment are detailed in the University of Northern Colorado Board of Trustees Manual available at http://www.unco.edu/trustees/Policy_Manual.pdf, the University Regulations available at http://www.unco.edu/trustees/University_Regulations.pdf, and the laws of the State of Colorado as they may be amended from time to time. The University of Northern Colorado may request Consumer Reports and/or Investigative Consumer Reports from a consumer reporting agency. The Company will use any such report(s) solely for employment-related purposes.

I have carefully read and understand this disclosure and, by my signature below or electronically printed name, consent to the release of consumer and/or investigative consumer reports, as defined above, to the University in conjunction with my application for employment. I further understand that any and all information contained in my job application or otherwise disclosed to the University of Northern Colorado by me before, during or after my employment, if any, may be utilized for the purpose of obtaining the consumer reports or investigative consumer reports requested by the University.

I understand that if the University hires me, it may request a consumer report and/or an investigative consumer report about me, as defined above, for employment-related purposes during the course of my employment. I understand that my consent will apply throughout my employment, to the extent permitted by law, unless I revoke or cancel my consent by sending a signed letter or statement to the University at any time.

Signature of Applicant _____

Date: _____

The University of Northern Colorado is an equal opportunity/affirmative action institution that does not discriminate on the basis of race, color, national origin, sex, age, disability, creed, religion, sexual preference or veteran status. For more information or issues of equity or fairness or claims of discrimination contact the UNC AA/EEO/Title IX Officer at UNC Human Resource Services, Campus

Box 54, Carter Hall 2002, Greeley, CO 80639, or call 970-351-2718.