



**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**



**APPLICATION FOR EMPLOYMENT for Faculty Positions**

**JOB INFORMATION**

Job Title \_\_\_\_\_ Position Number \_\_\_\_\_

**PERSONAL**

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

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)**

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**CRIMINAL HISTORY**

Have you ever been convicted of a crime, pled guilty or no contest to a crime, had adjudication withheld and/or prosecution deferred, Driving Under the Influence, Driving while Intoxicated, or other traffic convictions? A conviction or court-martial is not necessarily a bar to employment. If you answer "NO", please enter "N/A". If you answer "YES", please give ALL details, including date, charge, place, court, and action taken.

\_\_\_\_\_

Please explain gaps in work history: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

## APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in the employment materials submitted 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 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 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 hereby agree to hold harmless all former employers, educational institutions or references listed on this application from any liability or claims of whatsoever nature.

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 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](http://www.unco.edu/trustees/Policy_Manual.pdf), the University Regulations available at [http://wwwlunco.edu/trustees/University\\_Regulations.pdf](http://wwwlunco.edu/trustees/University_Regulations.pdf), and the laws of the State of Colorado as they may be amended from time to time. I also understand that failure to comply with the above may lead to disciplinary actions, up to and including termination from the University. I agree to promptly disclose any criminal actions that may occur AFTER completing this application and while employed (if hired) at the University. I further understand and agree that failure to completely disclose this information (excluding minor traffic offenses) in the future to my supervisor and Human Resource Services, Employee Relations department within five (5) days of the action is just cause for my immediate dismissal from any employment at the University and removal from active consideration as an applicant for any position. I also agree that upon my termination of employment (should I be hired) I will return all University property.

I understand that a comprehensive background review will be conducted to include a criminal record check and employment references. I also recognize that my employment is based on receipt of satisfactory information from these sources. The University of Northern Colorado will 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 also authorize the University to give any information concerning me or my employment in response to inquires from subsequent potential employers or other inquiries concerning me without liability.

I have carefully read and understand this disclosure and, by my signature below as electronically printed, 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 understand that if the University hires me, it can 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, which may affect my employment.

**BY SIGNING BELOW, I certify that I have read and agree with these statements.**

Applicant's Name \_\_\_\_\_

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

Applicant's Signature: \_\_\_\_\_

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.