



Faculty Application for Employment

Eastern New Mexico University is an Affirmative Action and Equal Opportunity Employer. The University does not discriminate on the basis of race, color, religion, national origin, sex, age, disability or veteran status in its programs, activities or employment. Persons seeking additional information about the University's nondiscrimination policy should contact the Affirmative Action Officer, ENMU Station 21, 1500 S. Ave. K, Portales, NM 88130. The University will endeavor to maintain the confidentiality of the information contained in this application.

www.enmu.edu

(Type or print all information in ink)

Position Applying For: _____ Department: _____

Personal Information

Name: Last _____ First _____ Middle _____

Address: _____
Street City State ZIP

Home phone: _____ Contact phone: _____ When can you begin work? _____

Have you ever worked for ENMU before? Yes No

If yes, provide job title, department and dates of employment:

Job title: _____ Department: _____ From: _____ To: _____

Are you currently working for ENMU? Yes No

If yes, provide job title, department and date hired:

Job title: _____ Department: _____ From: _____ To: _____

Are you a citizen of the United States? Yes No

If you are not a citizen of the United States, do you have the legal right to work in the United States? Yes No

If you are not a citizen, but have answered yes above, please provide your visa or work number: _____

Have you ever been convicted, after age 18, of a felony? Yes No

If yes, please explain, on the Pre-Employment Conviction Information Form (obtain from Personnel).

Do you have any relatives who presently work at ENMU? Yes No

If yes, provide name(s) and relationship(s):

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Attach a current, complete curriculum vitae indicating educational history, record of employment and any other important information.

Applicant Certification

I certify that the information submitted in this application process is correct and complete to the best of my knowledge and belief. I understand that knowingly making a false statement or omission in this application may be sufficient cause for rejection of this application or dismissal after employment. I hereby authorize Eastern New Mexico University to inquire as to my record with any of my former employers or my present employer with no liability arising there from.

Applicant signature: _____ Date: _____

Disclosure

Eastern New Mexico University (the “University”) may request background information about you from a consumer reporting agency in connection with your employment application and for employment purposes. This information may be obtained in the form of consumer reports and/or investigative consumer reports. These reports may be obtained at any time after receipt of your authorization and, if you are hired by the University, throughout your employment.

HireRight, Inc., or another consumer reporting agency, will obtain the reports for the University. HireRight, Inc. is located at 5151 California, Irvine, CA 92617, and can be contacted at 800-400-2761. The reports may contain information bearing on your character, general reputation, personal characteristics, mode of living and credit standing. The types of information that may be obtained include, but are not limited to: social security number verifications; credit reports; criminal records checks; public court records checks; driving records checks; educational records checks; employment verifications; personal and professional references checks; licensing and certification records checks; drug testing results; etc. The information contained in the reports will be obtained from private and public record sources, including, as appropriate, personal interviews with sources, such as neighbors, friends and associates.

You may request more information about the nature and scope of any investigative consumer reports by contacting the University. A summary of your rights under the Fair Credit Reporting Act is also being provided to you.

Additional State Law Notices

If you are a California, Maine, New York or Washington applicant, please also note:

California: Under section 1786.22 of the California Civil Code, you may view the file maintained on you by HireRight during normal business hours. You may also obtain a copy of this file, upon submitting proper identification and paying the costs of duplication services, by appearing at HireRight’s offices in person, during normal business hours and on reasonable notice, or by mail. You may also receive a summary of the file by telephone, upon submitting proper identification. HireRight has trained personnel available to explain your file to you, including any coded information. If you appear in person, you may be accompanied by one other person, provided that person furnishes proper identification.

New York: You have the right, upon request, to be informed of whether or not a consumer report was requested. If a consumer report is requested, you will be provided with the name and address of the consumer reporting agency furnishing the report. You may inspect and receive a copy of the report by contacting that agency.

Maine: You have the right, upon request, to be informed of whether an investigative consumer report was requested, and if one was requested, the name and address of the consumer reporting agency furnishing the report. You may request and receive from the University, within five business days of our receipt of your request, the name, address and telephone number of the nearest unit designated to handle inquiries for the consumer reporting agency issuing an investigative consumer report concerning you. You also have the right, under Maine law, to request and promptly receive from all such agencies copies of any such reports.

Washington State: If we request an investigative consumer report, you have the right, upon written request made within a reasonable period of time after your receipt of this disclosure, to receive from us a complete and accurate disclosure of the nature and scope of the investigation we requested. You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

Authorization

I have carefully read and understand this Disclosure and Authorization form and the attached summary of rights under the Fair Credit Reporting Act. By my signature below, I consent to the release of consumer reports and investigative consumer reports prepared by a consumer reporting agency, such as HireRight, Inc., to the University and its designated representatives and agents. I understand that if the University hires me, my consent will apply, and the University may obtain reports, throughout my employment.

I also understand that information contained in my job application or otherwise disclosed by me before or during my employment, if any, may be used for the purpose of obtaining consumer reports and/or investigative consumer reports.

By my signature below, I authorize law enforcement agencies, learning institutions (including public and private schools and universities), information service bureaus, credit bureaus, record/data repositories, courts (federal, state and local), motor vehicle records agencies, my past or present employers, the military, and other individuals and sources to furnish any and all information on me that is requested by the consumer reporting agency.

By my signature below, I certify the information I provided on this form is true and correct. I agree that this Disclosure and Authorization form in original, faxed, photocopied or electronic (including electronically signed) form will be valid for any reports that may be requested by or on behalf of the University.

Applicant Information

Applicant name: _____
Last First Middle initial

Social Security number: _____ **Date of birth** (for ID purposes only): _____

Present address: _____
Street City State ZIP

Driver's license number: _____

Applicant signature: _____ **Date:** _____

California, Minnesota or Oklahoma applicants only

You will be provided with a free copy of any consumer reports or investigative consumer reports obtained on you if you check the box below.

I wish to receive a free copy of the report.



www.enmu.edu

Confidential Data Survey

Dear Applicant:

Thank you for your application for employment at Eastern New Mexico University. State and federal regulations require this institution to compile information concerning race and gender.

To assist us in complying with these requirements and our advertising efforts, we ask that you complete and return this Confidential Data Survey. Submission of the requested information is voluntary and anonymous and will have no bearing on your employment opportunity.

Thank you for your cooperation.

Employee Information

Position applied for: _____

Department: _____

Sex: Male Female

Ethnicity:

Please indicate whether you consider yourself to be Hispanic/Latino: Yes No

In addition, select one or more of the following racial categories to describe yourself:

- American Indian or Alaskan Native Asian Black or African-American
- Native Hawaiian or other Pacific Islander White or Non-Hispanic

How did you discover this employment opportunity? Check one:

- Professional journal, please specify: _____
- Chronicle of Higher Education
- Employment agency
- Newspaper (or newspaper-related Website)
 - Clovis News Journal Portales News–Tribune
 - Albuquerque Journal Amarillo Globe News
 - Lubbock Avalanche
 - Other newspaper, please specify: _____
- Internet
 - ENMU Website
 - www.monster.com
 - www.enmjobfinder.com
 - www.higheredjobs.com
 - Other Website, please specify: _____
- Other source, please specify: _____