



Concordia College
Selma, Alabama

Faculty Application for Employment

Contact Information:

Human Resource Office
1804 Green Street
Selma, Alabama 36701
(334) 874-5700
(334) 874-5755 fax

E-Mail: HumanResources@concordiaselma.edu
www.concordiaselma.edu

If you require an accommodation for a disability so that you may complete this Application or participate in any phase of the selection process, you are encouraged to contact the Human Resource Office.

An Equal Opportunity Employer
Because we are a church entity, Concordia College - Selma, Alabama retains the right to give preference in hiring to persons who are members in good standing of a Lutheran Church-Missouri Synod Congregation.

	<p>Have you ever been convicted of a crime or pleaded "no contest" to any offense or violation other than minor traffic violations? YES NO</p> <p>If yes, explain 1) nature of crime, 2) date of conviction, and 3) state in which convicted. (Convictions are not an automatic bar to employment.)</p>
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Education	Institution Name and Location	Degree Awarded	Date Conferred	Dates Attended	Major	Minor	

Publications	Give titles and dates of publications of books, articles, etc. If published under another name, please include.

Awards, Honors, Fellowship	List and give pertinent details which might be of value in evaluating your background.

Professional Organizations	List the Professional or Scholarly Organizations or Societies to which you belong and offices you have held in each.

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Other	Are you now a licensed or certified member of any profession or trade? YES NO		
	Kind of License and State		
	License or Certificate Number and Year		
	Registration or License Number	State Issued	Expiration Date

Professional References	Name	Position	Address	Telephone Number

Academic Employment Record	(List most recent position first. If you were ever employed in any position under a different name, for each position give the name used. Curriculum Vita only is not acceptable.)			
	Institution - Name and Address	Position/Rank	Dates of Employment	Reason for Leaving

Non-Academic Employment Record	(Please list most recent position first. Include service in the U.S. Armed Forces. If you were ever employed in any position under a different name, for each position give the name used.)			
	Employer Name and Address	Position Held	Dates of Employment	Reason for Leaving

Concordia College – Selma, Alabama does not discriminate in hiring or employment on the basis of race, color, national origin, sex, age, marital status or other legally protected status required by law. However, because we are an entity of the Lutheran Church-Missouri Synod, Concordia College – Selma, Alabama retains the right to give preference in hiring to persons who are members in good standing of a Lutheran Church – Missouri Synod congregation.

ACKNOWLEDGMENT OF UNDERSTANDING AND CONSENT

PLEASE READ BEFORE SIGNING!
If you have any questions
regarding this statement, please ask
the Human Resource Office before signing.

I understand that this application is not an obligation to provide employment, and that nothing herein shall alter the at-will employment at Concordia College – Selma, Alabama. Further, I understand that the application will be kept active for three months and it must be renewed to be active for a longer period.

I understand that all employees of Concordia College – Selma, Alabama are expected to respect the official doctrines of The Lutheran Church – Missouri Synod and to pursue lifestyles that are morally in harmony with its teachings.

I authorize Concordia College – Selma, Alabama, to investigate my personal and professional history, criminal record and credit history, and I agree to sign any necessary disclosure and release forms to permit such an investigation. Further, I understand and agree that all employers, schools and/or references may furnish Concordia College – Selma, Alabama with any and all information regarding my service, education, character, background, history and any other information relevant to this Application, and I hereby hold any and all reference sources harmless and free from any liability for releasing and providing such information.

If I am hired, I agree to conform to all rules, regulations, policies and procedures of Concordia College – Selma, Alabama, as amended from time to time, and understand and agree that my employment and compensation may be terminated at any time, with or without cause, and with or without notice, at the option of either myself or Concordia College – Selma, Alabama. I further understand and agree that no manager or representative of Concordia College – Selma, Alabama, can enter into any oral agreements relating to employment, and that only those managers or representatives expressly designated by the Board of Regents have the authority to enter into any written agreement for employment for a specified period of time, or to make any written agreement contrary to the foregoing.

I hereby certify that all of the statements made in this employment application are true and complete, to the best of my knowledge, I understand that falsification, misrepresentation or omission of any fact will be sufficient cause for elimination of any consideration for employment or cause for dismissal from Concordia College – Selma, Alabama if I am hired.

I agree that I have read and understand all of the acknowledgments and agreements contained in this Application and recognize that these acknowledgements and agreements are conditions of the consideration of my Application for employment and employment if I am hired.

Signature of Applicant

Date

Campus Safety and Crime Report
The safety of all members of our campus community is a priority at Concordia College - Selma. A copy of Concordia College's annual campus security report is available by request from the Dean of Student's Office, 1804 Green Street, Selma, AL 36701.

**NOTICE AND AUTHORIZATION
TO PERMIT CONCORDIA COLLEGE – SELMA, ALABAMA
TO CONDUCT BACKGROUND CHECKS AND REQUEST CONSUMER REPORTS**

In connection with my application for employment, as well as a condition of my continued employment in the event I am hired, Concordia College – Selma, Alabama (the “College”) may conduct a background check on me, which may include obtaining a consumer report on me.

By signing this document, I authorize the College to obtain a reference check, also known as a consumer report, on me at any time. I understand that the consumer report will likely be obtained from an independent credit reporting agency and may include information as to my character, general reputation, personal characteristics, criminal background, credit worthiness and mode of living. This information may be obtained from a variety of sources, including my previous employers and references supplied by me or others.

I understand that prior to taking any adverse action against me based on information contained in a consumer report; the College will give me a copy of the report and a written description of my rights under the federal Fair Credit Reporting Act (“FCRA”), as amended. If the College actually takes an adverse action against me that is based on information contained in a consumer report, the College will notify me of the following: (1) the adverse action taken; (2) that the decision to take adverse action was based in whole or in part on information contained in a consumer report; (3) the name, address and phone number of the reporting agency from which the consumer report was obtained; (4) that the reporting agency did not make the decision to take adverse action against me and cannot provide specific reasons why it was taken; (5) notice of my right to obtain a free copy of my consumer report within sixty (60) days; and (6) notice of my right to dispute the accuracy or completeness of the information in my consumer report with the reporting agency.

A summary of my rights under FCRA is attached to this Notice and Authorization.

I have read and understand that the College may conduct a reference check and procure a consumer report on me at any time. I hereby give the College permission to conduct or obtain such reference checks and procure such consumer reports, either directly or through an independent credit reporting agency, and this authorization shall continue throughout the duration of my employment in the event I am hired. I understand that this is a condition of my application for employment, as well as a condition of my continued employment in the event I am actually hired by the College.

Name (printed)

Date

Signature

Identifying Information for Consumer Reporting Agency

The following information is required by law-enforcement agencies and other entities for positive identification purposes when checking public records. It is confidential and will not be used for any other purpose.

PLEASE PRINT CLEARLY

Name: Last	First	Middle		
Other Names Used (include maiden name, aliases and nicknames):				
Current Address:	City	State	Zip Code	From Date
Former Address:	City	State	Zip Code	From Date -- To Date
Telephone Number:	Social Security Number:	Date of Birth:	*Gender:	
Driver's License Number:	Type of Driver's License:	State of Issuance:		