



Faculty Employment Application

To be considered for a faculty position at Berea College, please complete the following application and include it with all other materials required by the faculty position for which you are applying.

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for Berea College? YES NO If yes, when? _____

Answering yes to either of these questions will not automatically disqualify you from employment.

Does your name appear on any Sex or Violent Offender Registry or Database in any state or country? YES NO

Have you ever, under your name or another name, been convicted of (or pleaded guilty or no contest to) a felony or misdemeanor other than a minor traffic offense? Convicted means you were declared guilty by a judge or jury or you pleaded guilty in court. YES NO

Terms and Conditions

Applicant agrees that the following terms and conditions apply to this application for employment at Berea College and any offer of employment if one is made:

I understand, according to federal law, all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and United States citizenship status or their legal authorization to work in the United States. As a consequence, I understand that any offer of employment to me is contingent upon my ability to produce the required documentation, as required by the U. S. Citizenship and Immigration Services, regarding my eligibility for employment, within the time period required by law.

Berea College is an Equal Opportunity Employer and will recruit, hire, promote, and train for all jobs without regard to race, color, religion, national origin, ethnicity, age, sex, physical or mental disability, pregnancy status, marital status, sexual orientation, gender identity, genetic information, or covered veteran's status in all of its employment practices.

I authorize any person, company, and/or educational institution I have listed as a reference on my employment application to fully disclose in good faith any information they may have regarding my qualifications for employment. I will not hold Berea College or any such person or entity giving references liable for the exchange of this information.

I also authorize Berea College and its designated agents and representatives to conduct a comprehensive review of my background solely for employment purposes. I understand the scope of this report may include, but is not limited to, the following areas: current and previous residences; civil and criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions; and any other public records. The College may update this report periodically.

I certify this application was completed by me and that all entries and information in it are true and complete in all respects. I have completely and correctly supplied all pertinent information in the attached cover letter, curriculum vitae, and in the personal information section of this job application. In the event of employment, I understand that false, misleading, or omitted information in my application and any accompanying materials may be sufficient grounds for discharge in accord with the College's personnel policies and provisions of the Berea College Faculty Manual.

I understand this completed employment application and any materials submitted with it are the property of Berea College and will not be returned. Offers of faculty employment at the College are made only in writing by the Academic Vice President and Dean of the Faculty. If an offer of employment is made and accepted, the complete terms and conditions of employment will be contained in a written appointment letter, signed by the Applicant and the College's Academic Vice President and Dean of the Faculty, subject to the provisions of the Berea College Faculty Manual.

Signature: _____

Date: _____