



1530 Concordia West
Irvine, California 92612

Date _____

APPLICATION FOR FACULTY EMPLOYMENT

Please indicate Full-time [] or Adjunct []

INSTRUCTIONS: •Print legibly in INK only •Answer all questions •Carefully read the acknowledgement page, sign, date

PERSONAL DATA	Name: _____ Last First Middle Home phone _____ Cell phone _____
	Present address: _____ Street Address City State Zip
	Email address: _____
	Church Membership Information (required): Congregation _____ Pastor _____ City _____ State _____ Zip _____
	Have you ever previously applied to CUI for employment? [] Yes [] No If yes, give date, position applied for and under what name: _____ _____
	Do you have relatives employed by CUI? [] Yes [] No Name(s) _____
WORK PREFERENCE	Position applied for: _____
	Current teaching and/or administrative responsibilities: _____
OTHER	Are you a citizen of the United States or do you have a valid authorization to work in the United States? [] Yes [] No If you are not a citizen, what visa do you hold? _____
	Have you ever been convicted, pleaded guilty or 'no contest' to any crime other than traffic violations in the past? [] Yes [] No
	If yes, please explain _____
EMPLOYMENT	Most recent employer: Are you currently working for this employer? [] Yes [] No If yes, may we contact them? [] Yes [] No
	Employer's name: _____ Phone _____
	Address: _____
	Starting position title: _____ Ending position title: _____

Name _____

EMPLOYMENT	<p>Employed from: _____ to _____ Beginning salary _____ Ending salary _____ <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time</p> <p>Brief position description: _____</p> <p>If you were employed under a different name, give that name in full: _____</p> <p>Reason for leaving: _____</p>										
TEACHING AVAILABILITY	<p>Which semester(s) are you available to teach? Summer <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/></p> <p>Which day(s) are you available to teach? Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Weekends <input type="checkbox"/></p> <p>What time(s) are you available to teach? Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening <input type="checkbox"/></p>										
AREAS OF INTEREST	<p>What course(s) are you interested in and qualified to teach (master's degree required; PhD desired)?</p> <p><u>Traditional Undergraduate:</u> <i>check all that apply</i></p> <p>Accounting ___ Anthropology ___ Art ___ Behavioral Science ___ Biology ___ Business ___ Chemistry ___ Communication ___ Economics ___ Education ___ English ___ Exercise Science ___ Finance ___ Foreign Language (specify): _____ Graphic Design ___ History ___ Management ___ Marketing ___ Mathematics ___ Music ___ Musical Instrument (specify): _____ Nursing ___ Physics ___ Political Science ___ Psychology ___ Science ___ Sociology ___ Theology ___ Theatre ___</p> <hr/> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><u>Post-baccalaureate:</u></td> <td style="width: 50%; border: none;"><u>Degree Completion:</u></td> </tr> <tr> <td style="border: none;">Business Administration ___</td> <td style="border: none;">Applied Liberal Arts ___ Nursing ___</td> </tr> <tr> <td style="border: none;">Coaching/Athletic Admin. ___</td> <td style="border: none;">Business Administration/Leadership ___</td> </tr> <tr> <td style="border: none;">Education ___</td> <td style="border: none;">Health Care Management ___</td> </tr> <tr> <td style="border: none;">International Studies ___</td> <td style="border: none;">I/O Psychology ___ Other (specify): _____</td> </tr> </table> <hr/> <p><u>Preferred teaching format:</u> Yes No</p> <p>Traditional classroom ___ Online ___ Experience? <input type="checkbox"/> <input type="checkbox"/> Traditional and/or online ___</p>	<u>Post-baccalaureate:</u>	<u>Degree Completion:</u>	Business Administration ___	Applied Liberal Arts ___ Nursing ___	Coaching/Athletic Admin. ___	Business Administration/Leadership ___	Education ___	Health Care Management ___	International Studies ___	I/O Psychology ___ Other (specify): _____
<u>Post-baccalaureate:</u>	<u>Degree Completion:</u>										
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Coaching/Athletic Admin. ___	Business Administration/Leadership ___										
Education ___	Health Care Management ___										
International Studies ___	I/O Psychology ___ Other (specify): _____										
DOCUMENTS	<p>Your cover letter; curriculum vitae (including complete educational background, experience and email/ phone contact information for three [3] references); a statement of teaching philosophy (for full-time applicants); and a transcript showing highest earned degree posted must be attached with the understanding they are part of this application. (Copies of transcripts will be accepted at the time of application but must be replaced with originals at the time of hiring.)</p>										

Return this application along with requested documents to:

Karen Strubbe, Executive Assistant
 Office of the Provost
 Concordia University
 1530 Concordia West
 Irvine, CA 92612
 Phone / Fax: 949-214-3201

Name _____

**Acknowledgement of Understanding,
Authorization and Release**

Concordia University Irvine (*hereafter referred to as CUI*) does not discriminate in hiring or employment on the basis of race, color, national origin, sex, age, or disability. CUI is a Christian educational institution operated by The Lutheran Church—Missouri Synod and, in compliance with Title VII of the Civil Rights Act of 1964, reserves the right to give preference in employment based upon religion. I understand that all employees of CUI are expected to respect the official teachings of the Christian faith and to pursue lifestyles that are morally in harmony with Scripture.

I understood that this application is not an obligation to provide employment. The application will be kept for twenty-four (24) months. If I desire to apply for another posted faculty position at CUI, an additional application will be completed and submitted to the Office of the Provost.

I hereby certify that the statements made in this employment application are true and complete to the best of my knowledge and I authorize investigation of these statements. I understand that falsification, misrepresentation, or omission of facts will be sufficient cause for elimination of any consideration for employment or cause for dismissal from CUI after employment.

CUI has the right, exercisable at any time and without notice, to change wages, change/eliminate benefits and policies, as well as to terminate, with or without cause, the employment relationship. I understand that no department chair, dean, or university representative, other than those designated by the Board of Regents, has any authority to enter into any agreement for employment for any specified period of time or to make any arrangements contrary to the foregoing.

I voluntarily and knowingly authorize CUI and/or its agents to verify any aspect of the information contained in my employment application through public or private sources. I further understand that misrepresentations or omissions in this application may be cause for rejection or subsequent dismissal if I am hired. Medical and workers' compensation will only be requested in compliance with the Americans with Disabilities Act (ADA).

I voluntarily and knowingly authorize any former employer, person, firm, corporation, school, or government agency, its officers, employees, and agents to release to CUI or its agents any and all information concerning, but limited to, performance evaluation and reports, job descriptions, disciplinary reports, letters of reprimand, and opinions regarding my suitability for employment which they possess.

I voluntarily and knowingly fully release and discharge, absolve, indemnify, and hold harmless CUI, its agents, and any former employer, person, firm, corporation, school, or government agency, its officers, employees, and agents from any and all claims, liability, demands, causes of action, damages, or costs, including attorney's fees, present or future, whether known or unknown, anticipated or unanticipated, arising from or incidental to the disclosure or release of any such information to CUI or its agents.

Furthermore, I understand that at a time to be designated by CUI, I will be asked to sign an authorization to run a thorough background check.

I agree that I have read and understand the above acknowledgments and agreements and recognize all of the above as conditions of employment.

Signature (**required**)

Date

Print name