

UNIVERSITY OF NEW ENGLAND APPLICATION FOR EMPLOYMENT

PERSONAL DATA

Name: _____ Date: _____
 Last First Middle

Address: _____ Telephone Number: _____
 Street Address

Address: _____ Are you under 18? Yes No
 City State Zip

Do you seek: Full-Time Work? Part-Time Work? Are you eligible to work in the United States? Yes No

Referral source: Ad Job Service Employee Web Site Other (Please Describe) _____

Have you ever worked for the University of New England? Yes No If yes, please state approximate dates: _____

List any relatives working for the University of New England: _____

Position applied for: _____ Second Choice (if any): _____

EDUCATION

Level	Name of School	Subjects of Special Study	Diploma/ Degree
High School			
Vocational School			
College			
College			
Other			

LICENSES AND CERTIFICATIONS

Indicate below any job related licenses and certifications that you have earned.

Type (i.e., CPA or RN)	Issuing Organization	Date Issued	Current?
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Has any job-related certificate or license ever been suspended or revoked? Yes No If yes, Please explain below:

MILITARY SERVICE

Service Branch	Date Enlisted	Date Terminated	Duties	Special Training

EMPLOYMENT RECORD:

List all employment, beginning with your present or most recent position. Show all periods of unemployment.

DATES		NAME AND ADDRESS OF EMPLOYER	REASON FOR LEAVING
FROM	TO		
JOB TITLE AND DUTIES:			

DATES		NAME AND ADDRESS OF EMPLOYER	REASON FOR LEAVING
FROM	TO		
JOB TITLE AND DUTIES:			

DATES		NAME AND ADDRESS OF EMPLOYER	REASON FOR LEAVING
FROM	TO		
JOB TITLE AND DUTIES:			

DATES		NAME AND ADDRESS OF EMPLOYER	REASON FOR LEAVING
FROM	TO		
JOB TITLE AND DUTIES:			

REFERENCES

May we contact the employers listed above? _____ If not, please indicate which one(s) you do not wish us to contact.

CRIMINAL HISTORY

Criminal background checks are required for certain job classifications at the University of New England, however the University reserves the right to complete background checks for all positions. Please complete and sign the attached Background Check Authorization and Release form and Consumer Credit Report Disclosure form and attach to this application.

GDPR STATEMENT

Are you a resident of a country which is a European Economic Area (EEA)? Yes No

The EEA includes the European Union Member States plus the United Kingdom, Iceland, Liechtenstein and Norway. If yes, review our Internal Privacy Notice, in accordance with the EU GDPR, at <https://www.une.edu/GDPR-internal-privacy-policy>. By proceeding with the application you are consenting to the privacy policy. Contact the UNE Data Privacy Manager at dataprivacymanager@une.edu with any questions.

CERTIFICATION

I certify that the information set forth in my resume, application, cover letter, or other application materials is accurate. I understand that, if employed, false statements or material omissions in these materials may be cause for dismissal. I agree that if any certification or license necessary to my job is suspended or revoked during my employment, I will notify my Dean or Vice President of that fact in writing immediately. I authorize the University to contact former employers, licensing or certification authorities, or other references, except as noted above, and release all parties from any liability or damages resulting from such contact.

 Signature of Applicant

 Date