



## Application for Employment in Concurrent Enrollment Partnerships

Truman is an equal employment, affirmative action employer committed to cultural diversity and compliance with the Americans with Disabilities Act. Truman State University recognizes the worth and dignity of all persons, and the University does not discriminate on any basis not related to the applicable educational requirements of students or the applicable job requirements of employees.

### Required Supporting Documents:

Please include with your application the following items:

- A completed copy of this form
- A current Curriculum Vitae or Resume
- Copies of transcripts from all higher education institutions attended

Date \_\_\_\_\_

### PERSONAL DATA: (Please print in dark ink or type)

Name \_\_\_\_\_ Other Name(s) \_\_\_\_\_  
Last First Middle (as may appear on transcripts)

Present Address \_\_\_\_\_  
Street City State ZIP

Home Telephone Number \_\_\_\_\_ Email \_\_\_\_\_

Other Number Where You Can Be Reached \_\_\_\_\_

Are you authorized to work in the United States on an unrestricted basis?  Yes  No

If no, please explain \_\_\_\_\_

Have you been employed by Truman State University previously?  Yes  No

If yes, give approximate dates and departments \_\_\_\_\_

Do you have relatives currently employed by Truman State University?  Yes  No

If yes, list name(s) and relationship \_\_\_\_\_

Relatives may be employed but an individual cannot be a supervisor of a relative.

Do you currently hold a valid driver's license?  Yes  No If yes, give state and number \_\_\_\_\_

Have you ever been convicted of a misdemeanor or a felony?  Yes  No  
(Conviction will not necessarily disqualify an applicant for employment.)

If yes, please explain \_\_\_\_\_

The University Mission Statement: The mission of Truman State University is to offer an exemplary undergraduate education, grounded in the liberal arts and sciences, in the context of a public institution of higher learning. To that end the university offers undergraduate studies in the traditional arts and sciences as well as selected preprofessional, professional, and master's level programs that grow naturally out of the philosophy, values, content, and desired outcomes of a liberal arts education.

## Educational Record:

Please attach transcripts or contact Human Resources if you are unable to obtain.

	Name and Address of School including ZIP	Course of Study	Years Completed				Did You Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	List Diploma, Degree, or Certificate
			1	2	3	4		
High School								
Vocational/ Technical								
College								
College								
College								

\*In order to qualify to teach in a Concurrent Enrollment Partnership you must have obtained at least a **Master's degree which includes 18 graduate hours of coursework in the subject area in which you will be teaching.** This excludes coursework in curriculum and instruction. You must provide transcripts with sufficient detail to verify you meet this requirement.

## Current Graduate Course Enrollment:

Truman recognizes that the process of graduate education and professional development among teachers is a continuous one. Please indicate any graduate coursework in which you are currently enrolled and which you anticipate completing prior to the start of your service as an instructor in a Truman Concurrent Enrollment Partnership.

Course Name and Number	Institution	Anticipated Completion
Course:		
Course:		
Course:		
Course:		
Course:		
Course:		

## References:

Do not include relatives. Current or former employers or colleagues **in education** or in your **undergraduate or graduate program** are preferred. Please list at least three people that you have known for a minimum of one year. List at least one who is **not** employed at Truman State University and one who is **not** employed at your current school of employment.

	Phone Number	E-Mail
Name:		
Employer:		
Name:		
Employer:		
Name:		
Employer:		

Please read all of the statements below and then sign and date the application.

I authorize Truman State University to make an investigation of any or all of the facts set forth in this application.

I understand that relevant transcripts will be required before any offer of employment is made for all positions and, therefore, should be submitted along with this application. If you are a graduate of Truman, we can obtain these transcripts for you.

I certify that all statements made by me on this application are true and complete to the best of my knowledge and that I have withheld nothing which, if disclosed, would affect this application unfavorably. I understand that the willful omission of pertinent material facts or falsification of any information in this application is grounds for refusal to hire or, if I have been hired, grounds for termination.

I authorize my previous employers, schools, or persons named as references to give any information regarding employment or educational records. I agree that Truman State University and my previous employers shall not be held liable in any respect if a job offer is not extended, or is withdrawn, or if my employment is terminated because of reference information, false statements, omissions, or answers made by me on this application. If I am employed by Truman State University, I will comply with all policies and procedures as set forth in any communication distributed or available to employees.

I understand that employment with Truman State University is "at will," which means that either I or Truman State University can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager, or executive of Truman State University, other than the President, has any authority to alter the foregoing.

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Signature of Applicant

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Date