

Dear Prospective Instructor:

Hampton University, University College welcomes your interest in an adjunct faculty position with us.

In order that we may arrive at a hiring decision as quickly and efficiently as possible, please provide us with the following documents:

1. A completed Hampton University Employment Application
2. A statement of interest letter.
3. Official Transcripts from all colleges/universities attended with information indicating the highest degree attained.
4. Three letters of reference on letterhead
5. Resume/Vitae
6. 1-9 Form Employment eligibility verification form
7. Federal tax form (W-4)
8. State tax form (VA – 4)
9. Additional work/education information deemed necessary by the Office of the Dean, University College.
10. Intellectual Property Rights document (Signed Copyrights & Invention pages 19 - 21).
11. New Faculty Information Sheet
12. Documentation of Faculty Qualification form

Appointments cannot be finalized until the above-mentioned documents are filed with the Office of the Dean of University College. All information should be forwarded to:

Hampton University
University College
Office of the Dean
P.O. Box 6162
Hampton, VA 23668

**HAMPTON UNIVERSITY
HAMPTON, VIRGINIA 23668**

OFFICE OF THE PROVOST

APPLICATION FOR EMPLOYMENT	Date of Application: _____
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Name: _____
 LAST FIRST MIDDLE

Address: _____
 STREET CITY STATE ZIP CODE

Telephone Numbers: Home () _____ Work () _____ SS# _____

Are you a U.S. citizen? Yes No If "No," type of Visa: _____

Have you been previously employed at Hampton University? Yes No

If "Yes," please complete the following:

Dates: From: _____ To: _____

Department: _____ Title: _____

Do you have any relatives employed at Hampton University? Yes No

If "Yes," please complete the following: Name: _____

Department: _____ Relationship: _____

Have you ever been convicted of any crime? (Do not include minor traffic tickets) Yes No

If "Yes," please explain: _____

ACADEMIC TRAINING:

Undergraduate

<u>Name and Address of Institution</u>	<u>Major Subjects</u>	<u>Minor Subjects</u>	<u>Degree and Date</u>

Graduate School

<u>Name and Address of Institution</u>	<u>Major Subjects</u>	<u>Minor Subjects</u>	<u>Degree and Date</u>

Professional Status (Law, CPA, or other degrees held): _____

Honorary Degree

Institution

List foreign languages you:	<u>Speak</u>	<u>Read</u>	<u>Write</u>	<u>How Fluently</u>

List Scholastic Honors (Prizes, Scholarships, Fellowships, Honorary, Fraternities - Graduate and Undergraduate):

List post-doctoral fellowships, exchange positions, civilian government service etc.:

List memberships in learned professional societies:

Have you had any books, articles, music, major book reviews, papers, etc. published? Have you exhibited paintings, sculpture, or other work? Yes No If "Yes," please attach list.

OCCUPATIONAL RECORD (Start with your last position and work back. If you were ever employed in any position under a different name, give in each position, the name used.)

<u>Institution/Organization Organization</u>	<u>Location</u>	<u>Position or Title</u>	<u>From</u>	<u>To</u>	<u>Final Salary</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Reason for wanting to leave your present position: _____

Do you object to having your present employer questioned about your work? Yes No

Have you ever been discharged or forced to resign from a position? Yes No

If "Yes," please list date, name and address of employer and explain: _____

What is your reason for seeking employment at Hampton University? _____

List Military Service (with dates): _____

In what extracurricular activities do you participate? _____

I am applying for a position in _____ with the rank of _____

I am also prepared to teach (List subjects): _____

I will accept: Full-time Part-time Either (Check one)

ADDITIONAL REMARKS: _____

Give name, address and telephone number of three references who are not related to you and are not previous employers.

I authorize persons, schools, my present employer (if applicable), and any previous employer or organization named in this application (and accompanying resume, if any) to provide any relevant information requested by Hampton University in order that Hampton University can arrive at an employment decision.

I hereby affirm that the information provided on this application for employment (and accompanying resume), if any, is true and complete to the best of my knowledge. I agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

Hampton University is an Equal Opportunity Employer. The Civil Rights Act of 1964 and state and local laws prohibit discrimination on the basis of race, color, religion, sex or national origin. In addition, state and local laws prohibit discrimination on the basis of disability and age, and the Age, Discrimination and Employment Act, and some state and local laws prohibit discrimination on the basis of age with respect to individuals who are at least 40 years of age. It is our policy to comply fully with these acts and information requested on this application will not be used for any purpose prohibited by law.

U.S. law requires that, if hired, you must furnish your social security card and one of the following documents within seventy-two (72) hours of starting work:

1. A card issued by federal, state or local government showing your identity.
2. Driver's license or state-issued ID card with photo.
3. Current INS forms with employment authorization stamp.
4. Voter registration card.
5. U.S. Military Card or other draft card.

If for some reason you do not have a social security card, you may present an original or a copy of a U.S. birth certificate, or Department of State Forms FS-545 or DS-1350 or INS Forms I-327, I-571, I-197, I-179.

This application is current only for thirty (30) days, at the conclusion of which, if you have not heard from us and still wish to be considered for employment, it will be necessary for you to fill out a new application.

Signature: _____ **Date:** _____

(Failure to sign above or to answer all questions on this application may result in loss of employment opportunities at Hampton University)

(6-10-98)