



# Albany State University

Human Resources Management

504 College Drive  
Albany, Georgia 31705  
229-430-4623

## Faculty Employment Application

Position(s) Desired \_\_\_\_\_  Full-time  Part-time  Temporary

Name \_\_\_\_\_ SSN \_\_\_\_\_  
LAST FIRST MIDDLE

Address \_\_\_\_\_  
STREET, NO. or RFD CITY STATE ZIP

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_  
(AREA CODE/NUMBER) (AREA CODE/NUMBER)

Current Position \_\_\_\_\_ Desired Salary \$ \_\_\_\_\_

Area of Specialty (if teaching position) \_\_\_\_\_ Highest Degree Earned \_\_\_\_\_

Date Available \_\_\_\_\_

### ALBANY STATE UNIVERSITY STATEMENT OF POLICY

The Albany State University is an equal opportunity employer. As such, the University takes affirmative action to include discrimination in recruiting, transferring, training and terminating of employees because of race, color, creed, age, sex, national origin, veteran status, or any other reason with applicable state and federal statutes, executive orders and other regulations which prohibit discriminatory employment practices.

### CERTIFICATION OF APPLICANT

I certify that the information given in the application process is true and complete. I understand that the required application materials include the faculty employment application, a letter of application, official transcripts, curriculum vitae, and three letters of recommendation (with original signatures, less than one year old), I further understand that any false information, willful or negligent misrepresentation, or failure to disclose any requested information will constitute sufficient grounds for elimination from consideration for employment or termination of employment without notice, if discovered at a later date. I authorize the University to secure the information necessary to make a decision without liability. I further understand that the University will adhere to the provisions of the Fair Credit Reporting Act and other applicable statutes concerning the securing of documentation, handling and releasing of information obtained in the pre-employment investigation. Additionally, I understand that as a pre-requisite for employment, federal law requires that I present documents verifying identity and employment eligibility. I further understand that if I am not a US citizen, the applicant status and employment is contingent upon providing the appropriate employment eligibility, as required.

### CREDENTIAL VERIFICATION

Holders of foreign degrees who are seeking employment with Albany State University may be required to evaluate their credentials by either the **American Association of Collegiate Registrars and Admission Officers (AACRAO) – Foreign Education Credentials Service** ([www.aacrao.org/credential](http://www.aacrao.org/credential)) **OR** the **University of Miami-Academic credentials Evaluators** ([www.umevals.org](http://www.umevals.org)). The results of the evaluated credentials must be submitted to the academic affairs office at Albany State University prior to offer of employment.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

*Curriculum Vitae must be submitted along with employment application*