

**AUTHORIZATION TO CONDUCT REFERENCING
AND TO VERIFY PERSONAL
AND PROFESSIONAL INFORMATION**

NAME _____

POSITION APPLIED FOR _____

DATE _____

GANNON
UNIVERSITY

The Mission of Gannon University

Gannon is a Catholic, Diocesan, student-centered University, which provides for the holistic development of undergraduate and graduate students in the Judeo-Christian tradition. As such, it offers each student outstanding teaching and a value-centered education in both liberal arts and professional specializations, in order to prepare students for leadership roles in their careers, society and church. The University faculty and staff are committed to excellence and continuous improvement in teaching, learning, scholarship, research and service. The University's environment is to be one of inclusiveness and cultural diversity.

Complete In Person:

Gannon University
Human Resources Department
Student Services Building
111 West 5th Street

OR

Mail or Fax To:

Gannon University
109 University Square
Erie, PA 16541-0001
Fax: (814) 871-7514

AUTHORIZATION TO VERIFY PERSONAL AND PROFESSIONAL INFORMATION

The following information is being requested in order for Gannon University to verify credentials and complete applicable reference and background checks. Gannon University is an Equal Opportunity Employer that encourages diversity and invites women and members of underrepresented groups to apply. You are not required to give any information on this form that is prohibited by applicable laws. Applicants may request reasonable business accommodation to participate in the application process.

PERSONAL DATA								
Last Name	First Name	MI	Date of Birth	Social Security No.				
Address				Home Phone ()				
City			State	Zip Code		Work Phone ()		
Current Position Held			May Gannon contact your current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		Email Address			
Post Secondary Education <input type="checkbox"/> Incomplete Bachelors <input type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> Ph.D. <input type="checkbox"/> Other _____		Institution (highest completed degree)		Verifications (HR Dept Use Only) <input type="checkbox"/> Degree or Enrollment Verified <input type="checkbox"/> Professional License Verified <input type="checkbox"/> Criminal Background Clearance <input type="checkbox"/> Child Abuse Registry Clearance <input type="checkbox"/> Driving History Clearance <input type="checkbox"/> Transcript Required				
Current Driver's License No.		State	Date Degree Granted					
Campus Location		State						
Professional License No. & Type		State	Professional License No. & Type		State	Professional License No. & Type		State
<p>Have you ever been convicted of or pled no contest to a misdemeanor or felony? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please explain the nature of the offense, date, court, and description:</p> <p>A conviction may not necessarily disqualify you from employment; felony or misdemeanor convictions may be considered only to the extent to which they relate to your suitability for employment in the position for which you have applied.</p>								
<p>Please list any other names by which you have been known:</p> <p>Previous addresses during the past seven years:</p> 								

Disclosure Statement

I hereby certify that the foregoing statements and the information reflected in my resume are true and correct to the best of my knowledge and belief. I understand that any false statements made orally or in writing may be considered sufficient cause for rejection of this application or for dismissal, if such false information is discovered subsequent to my employment.

I authorize the employers, school or persons named in my resume to give any information regarding my previous employment, professional abilities, character, general reputation and personal characteristics. I hereby release said employers, schools or persons from all liability for any damages caused by the release of this information. I hereby authorize and grant Gannon University, or an agency retained by the University, permission to verify such information, and to further investigate work references, personal references, conviction records and credit history.

I understand that if I am offered a position of employment at Gannon University that the offer is contingent upon successful completion of any pre-employment screening procedures. I also understand that if hired, I will be required to provide verification of eligibility to work in the United States as a condition of employment.

Applicant's Signature

Date

- Completed by an applicant for a faculty, administrative, or staff vacancy when the applicant is submitting a resume.
- When resume is not being submitted by applicant, applicant must complete the Long Form Application.