

**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 university dedicated to excellence in teaching, scholarship and service. Our faculty and staff prepare students to be global citizens through programs grounded in the liberal arts and sciences and professional specializations. Inspired by the Catholic Intellectual Tradition, we offer a comprehensive, values-centered learning experience that emphasizes faith, leadership, inclusiveness and social responsibility.

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) Campus Location State		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			
Professional License No. & Type	State	Professional License No. & Type	State	Professional License No. & Type	State
Have you ever been convicted of or pled no contest to a misdemeanor or felony? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain the nature of the offense, date, court, and description: 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.					
Please list any other names by which you have been known: Previous addresses during the past seven years:					

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, as part of performing my duties as an employee of Gannon University, I am required to drive a University vehicle, or my own vehicle while in the scope and course of my employment, Gannon University and/or its insurers will investigate and verify the status of my driver's license and my driving record/history, both before I am offered employment and periodically thereafter if I become employed. I therefore authorize Gannon University and/or its insurers to obtain information regarding the status of my driver's license and my driving record/history from the applicable governmental agency maintaining driver records for the state or other jurisdiction that issued my license. This authorization shall remain in full force and effect throughout my employment unless I revoke it by notifying Gannon University in writing.

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.