

## INSTRUCTIONS

Please sign the printed application form and mail all required materials to:

**Julane L. Cappo**  
**Employment Manager**  
**Northern Michigan University**  
**136 Sugarloaf Avenue**  
**Marquette, MI 49855-5301**  
**(906) 227-1493 (phone)**

Failure to entirely complete or sign this application may result in your application not receiving full consideration. Application materials submitted via e-mail may not be considered.

### **Equal Opportunity / Affirmative Action**

Northern Michigan University does not unlawfully discriminate on the basis of race, color, religion, sex, national origin, age, height, weight, marital status, familial status, handicap/disability, sexual orientation or veteran status in employment or the provision of services, and provides, upon request, reasonable accommodation including auxiliary aids and services necessary to afford individuals with disabilities an equal opportunity to participate in all programs and activities.

In order to meet this commitment, it is necessary to collect information concerning applicants. All responses are completely voluntary and refusal to respond will not result in adverse treatment of any applicant. This information will not in any way be used for employment decisions and will not be seen by those making hiring decisions.

Please complete the Equal Opportunity Self-Disclosure Form, which can be accessed, completed, and then electronically submitted directly to the Equal Opportunity office at NMU, by clicking [here](#).



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Indicate professional, trade, clerical, technical or other skills possessed by you. Specify computer applications utilized.

Skill	Length and Kind of Training	Years of Experience

Other relevant experience:

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Are there any pending felony charges against you? \_\_\_\_\_

Have you ever been convicted of a crime? \_\_\_\_\_

If so, give date, place, charge, and disposition:

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\_\_\_\_\_

\_\_\_\_\_

Have you served in U.S. military service? \_\_\_\_\_

If you have served, indicate period: From: \_\_\_\_\_ To: \_\_\_\_\_

Branch: \_\_\_\_\_ Rank or Rating: \_\_\_\_\_

Type of Discharge: \_\_\_\_\_ Reserve Status: \_\_\_\_\_

Special Training Received:

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List any additional details necessary to complete or clarify your application. Include explanation of any gaps in employment.

**LIST ALL WORK EXPERIENCE - MOST RECENT FIRST**

Include all positions with each employer. If more space is required, attach additional sheets. Use remarks section on previous page to explain gaps in employment. *A resume may be included, however, it may not be used in lieu of completion of this section.*

**DATES**

**Month      Year**

**Responsibilities**

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<b>From</b>	<b>Name</b>	<b>Title of Position</b>	
<b>To</b>	<b>Street Address</b>	<b>Duties (include supervision)</b>	
<b>City</b>	<b>State</b>	<b>Zip</b>	
<b>Type of Business</b>			
<b>Reason for Leaving</b>		<b>Final Salary</b>	<b>If less than 40 hours per week, please specify</b>
<b>From</b>	<b>Name</b>	<b>Title of Position</b>	
<b>To</b>	<b>Street Address</b>	<b>Duties (include supervision)</b>	
<b>City</b>	<b>State</b>	<b>Zip</b>	
<b>Type of Business</b>			
<b>Reason for Leaving</b>		<b>Final Salary</b>	<b>If less than 40 hours per week, please specify</b>
<b>From</b>	<b>Name</b>	<b>Title of Position</b>	
<b>To</b>	<b>Street Address</b>	<b>Duties (include supervision)</b>	
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<b>City</b>	<b>State</b>	<b>Zip</b>	
<b>Type of Business</b>			
<b>Reason for Leaving</b>		<b>Final Salary</b>	<b>If less than 40 hours per week, please specify</b>

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**Professional References: (list names, addresses and telephone numbers)**

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**POLICY STATEMENTS FOR EMPLOYMENT APPLICATION**

***DRUG-FREE WORKPLACE ACT***

Northern Michigan University, in compliance with the Drug-Free Workplace Act of 1988, P.L. 100-690, certifies that we will maintain a drug-free workplace by prohibiting the unlawful manufacture, distribution, dispensing, possession or use of any controlled substance by any employee in the workplace and will enforce strict sanctions, up to and including discharge, for any violation of this policy.

***IMMIGRATION REFORM AND CONTROL ACT***

Northern Michigan University is required by law to verify all new employee's eligibility for employment in the United States. A new employee must provide the University with documentation of his/her authorization to work and proper identification within the first three business days of employment. Employment will be terminated if appropriate documentation is not submitted. A list of acceptable documents is posted in the Human Resources Department, Room 202 Cohodas Administrative Center, Northern Michigan University, 1401 Presque Isle, Marquette, Michigan 49855-5327.

***AA/EOE STATEMENT***

The filing of this application does not imply that the applicant will eventually be employed. The applicant will be considered in competition with other applicants. Northern Michigan University does not unlawfully discriminate on the basis of race, color, national origin, gender, religion, height, weight, familial status, marital status, veteran status, disability/handicap, age or sexual orientation in employment or the provision of services, and provides, upon request, reasonable accommodation including auxiliary aids and services necessary to afford individuals with disabilities an equal opportunity to participate in all programs and activities. Persons having Civil Rights inquiries may contact the Equal Opportunity Office at (906) 227-2420. Persons having inquiries regarding the Americans with Disabilities Act (ADA) may contact the ADA Coordinator at (906) 227-1704.

***CERTIFICATION/RELEASE***

I certify that I have read and understand the above-stated policies and that I will, if offered and if I accept my employment with Northern Michigan University, comply with these and all other University policies. I attest to the fact that employment at Northern Michigan University is conditional upon a review of my qualifications, references, etc. I authorize Northern Michigan University to request and obtain verification that the information given by me on this application is true, accurate and complete. I understand that such verification may include but may not be limited to background information pertinent to the position for which I have applied, verification of licensure, verification of academic records, verification of employment, and investigation of criminal history.

I further understand that if I have given any false information on this application or if I have omitted any pertinent facts, I may be disqualified from employment with Northern Michigan University, or if hired, I may be discharged immediately upon discovery of such false statements or omissions.

I authorize my current and all previous employers to cooperate with Northern Michigan University and to release, on a confidential basis, any information they may have concerning me including any information contained in my personnel record or otherwise known by them to Northern Michigan University in connection with my application for employment with Northern Michigan University. I specifically release from liability any current or former employer, its agents, representatives, employees, officers or directors for giving such information to Northern Michigan University.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

**\*FAILURE TO ENTIRELY COMPLETE OR SIGN THIS APPLICATION MAY RESULT IN YOUR APPLICATION NOT RECEIVING FULL CONSIDERATION**