



# UNIVERSITY OF CENTRAL ARKANSAS

## Application for Employment

201 Donaghey Ave.  
 Conway, AR 72035  
 (501)450-5000  
 www.uca.edu

The University of Central Arkansas is an **Equal Opportunity Employer**, and therefore does not discriminate on the basis of race, color, religion, national origin, sex, gender, age, or disability.

Please answer all questions which apply to you. If they do not apply, mark them N/A. Please print or type.

Last Name	First Name	Middle Name	
Complete Mailing Address	City	State	Zip Code
Home Phone Number	Work Phone Number	Message or Other Phone Number	

Position for which you are applying (please give title & dept.): \_\_\_\_\_

### Employment Status

Have you ever been employed by UCA or another Arkansas State Agency or Institution? .....  Yes  No

If yes, list the employer and your name at that time. \_\_\_\_\_

Are you a Veteran? .....  Yes  No

If yes, check type of discharge .....  Honorable  Dishonorable

Have you been convicted of, or pled guilty or no contest to a crime (civilian or military) in the past five years? .....  Yes  No

Are you required by federal or state law to register as a sex offender? .....  Yes  No

*A "yes" answer to either/both of the above will not automatically exclude you from employment consideration.*

List professional license(s) relevant to position for which you are applying. Give type of license, license number, date of expiration, and state. \_\_\_\_\_

May we contact your current employer? .....  Yes  No

May we contact your former employer(s)? .....  Yes  No

### References

Please list three (3) persons not related to you, who have knowledge of your work qualifications, are not previous or current employer(s), and can serve as a reference for you.

Name	Address	Telephone
1		
2		
3		

### Nepotism

Do you have any relatives employed by the University of Central Arkansas or other State agencies? .....  Yes  No

If yes, complete the remainder of this section. *(This question is being asked for the sole purpose of ensuring compliance with any applicable law or policy concerning nepotism.)*

Name	Relation	Agency/Dept. employed by

## Educational History

**High School** Received:  Diploma  G.E.D.  Certificate: Type Awarded: \_\_\_\_\_  
 If None, Highest Grade Completed \_\_\_\_\_

List below post secondary schools, colleges, universities, trade/vocational, or others attended:

Name and Location	From Mo/Yr	To Mo/Yr	Major/Minor	Hours Completed (See note below)	Degree/Diploma Awarded	Date Graduated

NOTE: For hours completed indicate whether semester hours, quarter hours, clock hours, etc.

## Work History

List all prior work experience, including military service, use additional sheet(s) of paper if needed. If you wish to include a resume instead of completing the work history section, make sure all the requested information is included.

Current or most recent Employer Name/Address	From Mo/Yr	To Mo/Yr
Supervisor's Name	Telephone No.	
Title & Job Duties	Reason for leaving:	
	Salary begin:	
	Salary end:	

Past Employer Name/Address	From Mo/Yr	To Mo/Yr
Supervisor's Name	Telephone No.	
Title & Job Duties	Reason for leaving:	
	Salary begin:	
	Salary end:	

### Carefully review the following before signing this application

Check over your answers to make sure that all questions have been completed properly. If the job you are applying for requires a college degree or certification, a copy of your transcript, certificate, or license may be required as a condition of employment.

I hereby declare that, to the best of my knowledge and my ability, the information on this application is true and factual, therefore, I understand that false, misleading, or incomplete statements could lead to my rejection as an applicant or dismissal as an employee.

I also understand that I will be required to provide proof of eligibility to work in the United States pursuant to the Immigration Reform and Control Act of 1986 as a condition of any employment, and that some jobs may require special background checks, driver's safety record, security clearance, physical fitness exams, or compliance with other specific agency hiring policies prior to my employment, or as a condition of employment; and that failure to meet these requirements may lead to my rejection as an applicant for, or termination from that job. I understand that my application may be subject to disclosure as a public record under the Arkansas Freedom of Information Act. I understand that the University is an at-will employer consistent with Arkansas Law. I understand that my employment may be subject to review and approval through the State Department of Finance & Administration or other agencies in compliance with the Governor's Executive Order 98-04 or with other rules and regulations.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date of signature (Day/Mo/Yr)

Please submit application & supplementary materials to: **University of Central Arkansas, Office of Human Resources, Wingo Hall, Suite 106, 201 Donaghey Ave., Conway, AR 72035**

## Disclosure Requirements

Governor's Executive Order 98-04, Governor's Policy Directive #8, and ACA §21-8-304 require that the following information be disclosed to be considered for employment with the State of Arkansas.

**1. Are you one of the following:**

- current member of the AR General Assembly?
- current constitutional officer?
- current state employee?
- former member of the AR General Assembly?
- former constitutional officer?
- former state employee?

**2. Is your spouse, brother, sister, parent, and/or child of you or your spouse one of the following:**

- current member of the AR General Assembly?
- current constitutional officer?
- current state employee?
- former member of the AR General Assembly?
- former constitutional officer?
- former state employee?

**3.  None of the above applies.**

Some business relationships may prohibit an agency from hiring you. If any block is checked in #1 or #2 above, you will be required to disclose additional information if you are selected for an interview to determine whether your employment would be prohibited or would require approval.

I understand that, should I become an employee of the State of Arkansas, I will be required to disclose any benefit obtained from a state contract by a business in which I have a financial interest, pursuant to ACA§19-11-706, and will be subject to civil, criminal, and/or administrative remedies if I fail to report such benefits.

I understand that, should I become an employee of the State of Arkansas, I will be restricted both during and after state employment from certain activities concerning procurement and selling to the state, pursuant to ACA§19-11-709, and will be subject to civil, criminal, and/or administrative remedies if I violate any of these restrictions.

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Signature of applicant

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Date of signature (Day/Mo/Yr)

## Equal Employment Data

This section is designed to collect information which will be used in the completion of various state and federal reports and will not be used in the processing of, or remain part of your application. The completion of this section is voluntary.

Applicant's Name \_\_\_\_\_

Position Applied For \_\_\_\_\_

Date of Birth \_\_\_\_\_  Male  Female

### Check the one listed below which you consider yourself to be:

- Caucasian (not of Hispanic origin)       Asian       Other \_\_\_\_\_  
 African American       Pacific Islander  
 American Indian       Hispanic

Are you a U. S. Citizen? .....  Yes  No  
*If no, you must visit International Programs (Torreyson Library) for review of your I-9 and W4 forms before beginning work on campus.*

Are you a veteran? .....  Yes  No

Please indicate the method by which information concerning this vacancy was obtained. If announcement was read in a publication, please list title of publication. \_\_\_\_\_  
\_\_\_\_\_

Please mail to: **Director, Affirmative Action**  
**University of Central Arkansas**  
**Wingo Hall, Suite 106**  
**201 Donaghey Avenue**  
**Conway, AR 72035**

## Campus Safety and Security

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires that institutions of higher education publicly disclose an annual security report. This information is published annually by the University of Central Arkansas and is available in the UCA Student Handbook, in the publication "Safety, Security & Health" available at the offices of the UCA Police Department and the Office of Human Resources, or by accessing the Police Department web-site at [www.uca.edu/ucapd](http://www.uca.edu/ucapd). This information is also available upon request by contacting the UCA Police Department at 501-450-3111.

University of Central Arkansas Police Department  
201 Donaghey Ave.  
Conway, AR 72035  
(501) 450-3111

For further information or assistance, please contact the UCA Office of Human Resources at 501-450-3181.