



APPLICATION AND SELECTION FOR EMPLOYMENT

An individual seeking employment at Centenary University must complete, date, and sign an Application for Employment and submit a current resume, if applicable, noting the position for which she/he is applying. Information on the application/resume is subject to verification including a comprehensive background check. Any application providing false or incorrect information shall not be considered for any position and her/his application for employment will be voided. Furthermore, if at any point during an employee's period of employment it is discovered that false or incorrect information was provided on an application/resume, and it is deemed to be significant information by the University, she/he will be subject to immediate termination without recourse.

After selection of the final candidate, two (2) employment reference checks from prior supervisors must be conducted by the Centenary University immediate supervisor or designee on the appropriate Centenary University Telephone Reference Form. In certain circumstances, as defined by the Vice President for Human Resources, a minimum of one telephone reference is acceptable. These forms are available through the Human Resources Department and on the Human Resources Department Web Site. When a satisfactory comprehensive background check, including employment reference checks, has been concluded, the Vice President for Human Resources or authorized University designee will officially extend the offer of employment to the candidate. The Human Resources Department will schedule an appointment with the new hire to conduct New Hire Orientation which includes a benefits orientation, as applicable. In addition, the individual's supervisor or designee will conduct a departmental orientation. Employees are encouraged to ask questions during these sessions.

Candidates who have not been selected for hire will be notified of non-selection by the Human Resources Department providing the hiring supervisor completes and forwards the "Procedure to Request Rejection Notices to Candidates" form to the Human Resources Department. This form is available through the Human Resources Department and on the Human Resources Department Web Site. All applications/resumes including unsolicited applications/resumes are maintained for the time period required by law.