

# **AUBURN UNIVERSITY**

## **APPLICATION AND EMPLOYMENT PROCEDURES**

**ATTENTION: PLEASE READ THIS INFORMATION SHEET CAREFULLY BEFORE COMPLETING ANY APPLICATION MATERIALS. IF YOU NEED ANY ASSISTANCE TO COMPLETE THE FORMS OR TO PARTICIPATE IN ANY PART OF THE APPLICATION PROCESS, PLEASE LET US KNOW. WE WILL BE HAPPY TO ASSIST YOU.**

Auburn University is an Equal Opportunity/ Affirmative Action Institution. It is our policy to provide equal employment opportunities, including provisions for training for individual advancement, for all individuals without regard to race, sex, age, religion, color, national origin, disability, or veteran status.

Auburn University Human Resources is responsible for recruiting applicants and assessing the overall qualifications of applicants for administrative/ professional and staff positions. We will exercise the highest level of professional skill in evaluating your qualifications for employment.

Upon receiving approval to staff a position vacancy, the hiring department will notify Auburn University Human Resources and provide a position announcement detailing the responsibilities and the requirements of the position. Positions available to external applicants will be announced for a minimum of ten working days with a review date for application. Announcements are placed on the bulletin board in the lobby of Auburn University Human Resources in Langdon Hall, at the Alabama State Employment Service on Frederick Road in Opelika, Alabama, and on selected bulletin boards on campus. A listing is also available on our 24-hour telephone Job-Line at (334) 844-4336, and our home page [http://www.auburn.edu/administration/human\\_resources/](http://www.auburn.edu/administration/human_resources/).

To apply for employment, you must first complete an Applicant Data Form. The Applicant Data Form will be placed in a central file in our office and will remain active for a period of six (6) months from the date it is received.

During this six-month period, IT IS YOUR RESPONSIBILITY TO NOTIFY US OF THE SPECIFIC JOBS FOR WHICH YOU WISH TO APPLY. In order to be considered for position vacancies, you must apply for each specific position by completing a Position Application Form. At the end of the six-month period, if you are still interested in Auburn University employment opportunities, you may then reapply.

### **GENERAL INSTRUCTIONS FOR APPLYING FOR EMPLOYMENT**

1. Using black ink, type or print your Applicant Data Form completely and accurately. If more space is needed, attach additional sheets or include your resume. An inaccurate or incomplete form will disqualify your application from further consideration. Clerical applicants may be required to pass a keyboard proficiency test or other skills tests depending on the position. These tests are administered by the Alabama State Employment Service. You may schedule these tests at the Alabama State Employment Service Office on Frederick Road in Opelika by calling their office at (334) 749-5065.
2. To request consideration for a particular position, you must complete a Position Application Form for that vacancy. You may complete this form in person at Auburn University Human Resources or at the Alabama State Employment Service in Opelika, Alabama. You may also submit a request by

mail or by telephone call to the Employment Section at (334) 844-4145. We cannot process a Position Application Form unless we have an active Applicant Data Form on file for you. If you are unsure whether your Applicant Data Form is still active, please check with the Employment Section representatives.

3. The "Review Date" indicates the date after which the hiring department will begin reviewing applications of qualified candidates. Applications will continue to be accepted beyond that date at the discretion of the hiring department. The position may be filled at any time after the review date.
4. After we have received your Position Application Form, an Employment Specialist will review your credentials to ensure that you meet the minimum qualifications established for that position. Only those individuals who request consideration will be reviewed. You must meet the minimum qualifications established for the position in order to be considered an applicant for the position.
5. The credentials of all qualified applicants will be referred to the department where the vacancy exists for further consideration. If you do not meet the minimum requirements, your credentials will not be referred to the department.
6. The department where the position is located will review the applications that are referred from the Employment Section and will determine which applicants will be interviewed for the position. The hiring department will make the final selection decision.
7. The competition for jobs at Auburn University is very keen. Please understand that we have many more applicants than job opportunities. We cannot guarantee you an interview for any specific position.
8. Auburn University will employ only United States citizens and aliens authorized to work in the United States. If you are employed, you will be required to provide documents which establish your identity and employment eligibility, and complete a verification form within the first three (3) days of employment as required by the Immigration Reform and Control Act.
9. We are required to keep on file a work permit for each employee under eighteen (18) years of age. If you are under eighteen years of age, you must have a work permit before you will be eligible for employment at Auburn University.
10. Some positions at Auburn University may require a medical examination after a conditional job offer and prior to employment. We will note on the position announcements and vacancy listing which positions require medical examinations.

Thank you for your interest in Auburn University employment opportunities. If you have any questions, please contact one of our Employment Section representatives in Auburn University Human Resources.