

EMPLOYMENT STATUS AND RECORDS

EMPLOYMENT APPLICATIONS

The University relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the University's exclusion of the individual from further consideration for employment or termination of employment.

Applications for employment become the property of the University. All applications are kept "active" for a period of 90 calendar days. Inactive files are periodically destroyed in accordance with state records laws. Applications of individuals who are hired become a part of the employee file.