



Application for Temporary Appointment: Coaches/Counselors/Librarians

To be considered for employment as a Coach/Counselor/Librarian,
please complete this application and attach the materials indicated below.

Name:

Department:

To complete your application, please submit:

- Current résumé or curriculum vitae
- Application for Academic Employment:
<http://www.humboldt.edu/forms/node/757>
- Supplemental Application for Employment:
<https://www.humboldt.edu/applicantsurvey/>
- Names and contact information for at least three professional references
- Additional materials required by the department, if applicable (see department pool listing for details)
- Optional:
 - o Relevant evaluative materials
 - o Professional letters of recommendation
 - o Relevant Certificates

Date available to begin appointment:

Please list the assignment(s) for which you are applying.

(Please see assignments and minimum qualifications listed on the department temporary faculty pool list.)

DOCUMENT VERIFICATION: Employment is contingent upon verification of application materials and earned degrees. Any false statements, misrepresentations or omission of facts in application materials shall be sufficient grounds for rescission of an offer or dismissal from employment, no matter when discovered by the University. The university will attempt to verify earned degrees using the National Student Clearinghouse. Successful candidate may be required to provide official transcripts. If requested, successful candidate must forward official transcripts to the College Dean within 30 days of appointment for placement in personnel file. Failure to do so may affect eligibility for future appointments.

BACKGROUND CHECK: Humboldt State University conducts background checks, including a criminal records check, upon hire or reappointment after an absence of more than one year into a new or sensitive position. All offers of appointment are conditional upon completion of a satisfactory background check. An offer of employment may be rescinded if the background check reveals disqualifying information and/or it was discovered that the candidate knowingly withheld or falsified information. Confidential background check results are reported to Academic Personnel Services and Human Resources.

HSU is a Title IX/Affirmative Action/Equal
Opportunity Employer

DEPARTMENT USE ONLY

AY _____ / _____

Print Form

**Please submit to the department to which
you are applying:**

Humboldt State University
One Harpst Street
Arcata, CA 95521-8299