



CHAPMAN UNIVERSITY

APPLICATION INFORMATION

To be considered for an open position at Chapman University, you will need to submit a resume and/or other related employment materials with the online application. Please note that application materials must be completed in its entirety in order to be considered for the recruitment pool. Applications are accepted only for positions that are currently **open**.

Due to the high volume of resumes and applications, we cannot verify the receipt of your materials. However, we will contact you if we have any questions or notice a problem.

The hiring process may take up to a minimum of three to six weeks after the job posting date. Those applicants selected for an interview will be contacted by the hiring department/committee.

Please do not contact the hiring managers directly regarding the recruitment. You will hear from us at some point during the recruitment.

Applications are processed in the order received. Incomplete applications will not be processed.

ONLINE APPLICATION INSTRUCTIONS

1. Tab on the "Fill out an on-line application" to initiate process. (Only available for open recruitments)

- Do not use Cal Jobs or LA Times or other outside web sources to submit applications.

2. The first section of the application contains required fields (without this information your application cannot be submitted or considered).

Date of Application: 3/9/2016
 * Position Applied For: Administrative Assistant - Sample * Job No. 001-16
 Name: * (last) * (first) (middle)
 Address: * (street) (city) (state) California * (zip)
 Telephone: () - ()
 Message Phone: () - ()
 E-mail: *

- Position Applied For and Job Number should be automatically populated and should **not** be changed.
- Please provide valid contact information.

3. You have the option to insert a resume and/or cover letter within your application; but it will not take the place of the application form. **Do not** respond to any section of the employment history with "see resume/attached".

- Click on the "BROWSE..." tab to upload a resume.
- You can upload up to 4 attachments: DOC, PDF, XML, PEG.

EMPLOYMENT EXPERIENCE
 Please list your work experience and salary history for the past 10 years, starting with your most recent employment. Please account for any periods of unemployment, specifying time frame and reasons. You may attach a resume or other supporting documents, but they will not take the place of the application form. **Please do not respond to any section with 'See attached'.**
 File attachments are limited to 4 MB in size.
 Browse...
 Browse...
 Browse...
 Browse...

4. Continue to complete the rest of your employment history and application.

- Read the applicant statement thoroughly and verify for completion prior to the submission of your information.
- Click "SUBMIT" when you are ready and have reviewed the entire application.
- NOTE: You will **not** be able to sign your application at this time.

Applicant's Signature _____ Date _____
 Please verify your responses and if satisfied, click on the SUBMIT button. Please only click submit once. You can print the resulting page for your records.
 Submit Clear Form Cancel

5.	<p>You will receive an automatic email confirmation stating that “Your application submission was successful,” after you click SUBMIT. *Email given on section one of application will be used.</p> <ul style="list-style-type: none">• If you do not receive a confirmation, your application was not received by our office, you will need to repeat the process.• You must submit a separate application for each job. <p>Note: If you have difficulties completing the online application, you may download our Word or PDF format application and fax or mail to:</p> <p style="padding-left: 40px;">FAX: 714-997-6901 Attn: Human Resources, Talent Management One University Drive Orange CA, 92866.</p> <p>Please choose only ONE remitting process to send your application.</p>
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Chapman University is an equal opportunity employer committed to fostering a diverse and inclusive academic global community. The University is dedicated to enhancing diversity and inclusion in all aspects of recruitment and employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, sexual orientation, gender identity, gender expression, national origin, ancestry, citizenship status, physical disability, mental disability, medical condition, military and veteran status, marital status, pregnancy, genetic information or any other characteristic protected by state or federal law. The University is committed to achieving a diverse faculty and staff and encourages members of underrepresented groups to apply.