

# **Candidate Credential Summary Form**

## Visiting and Part time Instructors

Please complete this form and return to Human Resources, 1090 James H. Zumberge Hall, 1 Campus Drive, Allendale, MI 49401 or fax to 616-331-3216.

Date \_\_\_\_\_

College/Department \_\_\_\_\_

G#: \_\_\_\_\_

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Please check one:**

- ☐ Visiting Instructor  
☐ Part-Time  
☐ Instructor

Legal Name: \_\_\_\_\_  
Last First Middle Maiden (If applicable)Current Address: \_\_\_\_\_  
\_\_\_\_\_

No. Street City State Zip

Telephone: Home: (\_\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_\_) \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ (mm/dd/yyyy)

In Emergency, contact: \_\_\_\_\_ Telephone: (\_\_\_\_\_) \_\_\_\_\_

List name and relationship of all relatives employed by Grand Valley State University: \_\_\_\_\_

Will your primary work location be out of state? \_\_\_\_ Yes \_\_\_\_ No

**Voluntary Demographic Questions**

Gender: \_\_\_\_ Male \_\_\_\_ Female

**Circle All That Apply:** American Indian or Alaska Native Asian Black or African American  
Native Hawaiian or Other Pacific Islander White

Are you Hispanic or Latino: ☐ Yes ☐ No

**Education**

Highest degree earned \_\_\_\_\_ Date earned \_\_\_\_/\_\_\_\_/\_\_\_\_ Degree granting institution \_\_\_\_\_

Dissertation/Thesis Field (if any) \_\_\_\_\_ Advisor \_\_\_\_\_

Other degrees and certifications \_\_\_\_\_

Special Licenses (pertinent to position, e.g., P.E., Architect, RN, PA-C, LLP, etc.) List license(s) and expiration date(s) \_\_\_\_\_  
\_\_\_\_\_

## Employment

1. Previous Employer \_\_\_\_\_ Position \_\_\_\_\_

Phone Number \_\_\_\_\_ Dates of Employment \_\_\_\_\_ to \_\_\_\_\_ Supervisor \_\_\_\_\_

Starting Wage/Salary \_\_\_\_\_ Last Wage/Salary \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

2. Previous Employer \_\_\_\_\_ Position \_\_\_\_\_

Phone Number \_\_\_\_\_ Dates of Employment \_\_\_\_\_ to \_\_\_\_\_ Supervisor \_\_\_\_\_

Starting Wage/Salary \_\_\_\_\_ Last Wage/Salary \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

3. Previous Employer \_\_\_\_\_ Position \_\_\_\_\_

Phone Number \_\_\_\_\_ Dates of Employment \_\_\_\_\_ to \_\_\_\_\_ Supervisor \_\_\_\_\_

Starting Wage/Salary \_\_\_\_\_ Last Wage/Salary \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Indicate by number any of the employers you listed that you do not wish us to contact. \_\_\_\_\_

Why? \_\_\_\_\_

Michigan and federal law requires that you notify Grand Valley State University after you know or should have known that a job accommodation was needed. Failure to properly notify Grand Valley State University will preclude any claim that the employer failed to accommodate the employee.

I give my consent for a criminal history check: \_\_\_\_\_ Yes

Have you ever been convicted of a felony? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain \_\_\_\_\_

Academic Integrity: Have you ever been charged with any civil or criminal violation of any federal, state or local law or been formally charged of violating any college or university policy, not including minor traffic related violations? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain: \_\_\_\_\_

Do you have previous addresses for the past 7 years? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please list below:

1. Previous Address:

No.	Street	City	State	Zip
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Length of Residence: \_\_\_\_\_

2. Previous Address:

No.	Street	City	State	Zip
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Length of Residence: \_\_\_\_\_

If there are more previous addresses, please write them in at the end of this document.

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Grand Valley State University is an affirmative action/equal opportunity institution. It encourages diversity and provides equal opportunity in education, employment, all of its programs, and the use of its facilities. It is committed to protecting the constitutional and statutory civil rights of persons connected with the university. Unlawful acts of discrimination or harassment by members of the campus community are prohibited. In addition, even if not illegal, acts are prohibited if they harass or discriminate against any university community member(s) through inappropriate limitation of access to, or participation in, educational, employment, athletic, social, cultural, or other university activities on the basis of age, color, disability, familial status, height, marital status, national origin, political affiliation, race, religion, sex/gender, sexual orientation (gender identity and expression), veteran status, or weight. Limitations are lawful if they are: directly related to a legitimate university purpose, required by law, lawfully required by a grant of contract between the university and the state or federal government, or addressing domestic partner benefits. Michigan and federal law requires that you notify Grand Valley State University after you know or should have known that a job accommodation was needed. Failure to properly notify Grand Valley State University will preclude any claim that the employer failed to accommodate the employee.

In submitting this application I understand that: (1) Any falsification, misrepresentation, misleading statements, or omissions of fact, either on this application or during the pre-hire process constitutes grounds for rejection or dismissal. (2) I authorize my employer and former employers, schools, or persons named to give any information regarding my employment, together with any information they may have regarding me, whether or not it is in their records. I hereby release said employers, schools, or persons and Grand Valley State University from all liability for any damage for issuing or receiving this information. (3) Employment is contingent upon meeting the requirements imposed by the Immigration Reform and Control Act of 1986, which requires a completed Form I-9, Employment Eligibility Verification, verifying identity and work eligibility on persons hired. (4) Employment appointments are subject to the applicable probationary period, University Policies and/or collective bargaining contracts, and University rules as amended from time to time.

I agree that if I am employed by Grand Valley State University that in partial consideration for my employment, I shall not commence any action or other legal proceeding relating to my employment or the termination thereof more than six months after the event complained of and agree to waive any statute of limitations to the contrary.

I understand that as part of the employment screening process, Grand Valley State University may obtain a criminal history report of any felony convictions. I further understand that my appointment to an employment position at Grand Valley State University is not final until the University is satisfied with the criminal conviction information received, and other University requirements are satisfied. I understand that if I am separated from my employment with Grand Valley State University for a period of greater than 12 months, the University reserves the right to repeat these background checks.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

GVSU is committed to assisting all members of the university community in providing for their own safety and security. The Annual Security and Fire Report is available on the Grand Valley Policy Department website at [www.gvsu.edu/gvpd/](http://www.gvsu.edu/gvpd/). If you would like to receive a hard copy of the Annual Security and Fire Report you can stop by the Service Building or you can request that a copy be mailed to you by calling (616)331-3255. The website and booklet contain information regarding campus security and personal safety including topics such as: crime prevention, fire safety, university police law enforcement authority, crime reporting policies, disciplinary procedures and other matters of importance related to security and safety on campus. They also contain information about crime statistics for the three previous calendar years concerning reported crimes that occurred on campus; In certain off-campus buildings or property owned or controlled by GVSU; and on public property within or immediately adjacent to and accessible from the campus. This information is required by law and is provided by the Grand Valley Policy Department.

**Grand Valley State University  
Human Resources  
GDPR Privacy Notice and Request for Consent**

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## **THE EUROPEAN UNION GENERAL DATA PROTECTION REGULATION (GDPR)**

The European Union General Data Protection Regulation, or GDPR (EU 2016/679), is a regulation concerning the collection, protection and processing of personal data provided by an individual ("data subject") while in a country that follows the General Data Protection Regulation (GDPR), regardless of citizenship or residency. **Therefore, the terms and conditions contained in the Regulation and detailed in this Notice only apply while an individual is physically present in one of the countries that follows the General Data Protection Regulation.** Complete information is available on the European Commission website.

### **PRIVACY NOTICE**

Grand Valley State University continues to be committed to conducting the collection and processing of personal data with integrity and in compliance with applicable data protection laws. This Privacy Notice, required under the GDPR, presents information about how the University collects, uses and protects personal data you provide as an employee of the University.

#### **1. Data Controller Contact Information**

Grand Valley State University serves as the Data Controller and determines the purposes and means of processing your personal data. The individual below serves as the primary contact for GDPR compliance related to the employee information and is responsible for responding to questions about this Notice and requests to exercise a data subject's rights.

Linda Yuhas  
Human Resources  
Director, Compensation and Employment Services  
1090 Zumberge Hall  
Allendale, MI 49401  
[yuhasl@gvsu.edu](mailto:yuhasl@gvsu.edu)  
616-331-2215

#### **2. Purposes for Collecting and Using Data**

The University will keep a record of the details you provided on your application form and any supporting documents requested. We will maintain various administrative and financial records about your employment at Grand Valley, and about your use of the academic and non-academic facilities and services that we offer. Where relevant, we may supplement these records with personal data from the public domain (e.g. your publications) or other sources (e.g., where relevant, the Higher Education Academy).

Your personal information is created, stored and transmitted securely in a variety of paper and electronic formats. Access to your personal information is limited to staff who have a legitimate interest in it for the purpose of carrying out their contractual duties, and our use of your personal information will not be excessive.

In addition to this, the University may process some information about you that is classified as 'sensitive' or 'special category' personal data, and which requires additional protections. This includes information concerning your ethnicity, sexual orientation, religious beliefs or health/disability for planning and monitoring purposes, or in order to provide care, help or suitable adjustments. For certain roles, other sensitive information may be processed, such as information about past criminal convictions. Access to, and the sharing of, your 'sensitive' personal data are controlled very carefully. You will normally be given further details about our use of any such data when we collect it from you.

### **What is the purpose and legal basis of the processing?**

The University will process your personal information for a range of contractual, statutory or public interest purposes, including the following:

- To **assess** your suitability for a particular role or task.
- To support you in implementing any health-related adjustments to allow you to carry out a particular role or task.
- To administer payroll and other standard employment functions.
- To administer HR-related processes, including those relating to performance/absence management, disciplinary issues and complaints/grievances.
- To deliver facilities (e.g. IT, libraries), services (e.g. accommodation, childcare) and staff benefits to you, and where appropriate to monitor your use of those facilities in accordance with University policies.
- To communicate effectively with you by mail, email and phone, including the distribution of relevant newsletters and circulars.
- To support your training, health, safety, welfare and religious requirements.
- To fulfil and monitor our responsibilities under immigration and public safety legislation.
- To enable us to contact others in the event of an emergency (we will assume that you have checked with the individuals before you supply their contact details to us).

We consider the processing of your personal information for these purposes to be either necessary for the performance of our contractual obligations with you (e.g. to manage your employment contract), or necessary for compliance with a legal obligation (e.g. equal opportunities monitoring), or necessary for the performance of tasks we carry out in the public interest (e.g. non-statutory reporting or research). We require you to provide us with any information we reasonably ask for to enable us to administer your contract. If we require your consent for any specific use of your personal information, we will collect it at the appropriate time and you can withdraw this at any time. We will not use your personal information to carry out any wholly automated decision-making that affects you.

### **3. Sharing and Transferring Data**

**We will share data with the Payroll Department as well as with our third party benefits administrators.**

### **4. Data Retention**

Data is retained in accordance with University policy and as required under applicable U.S. laws and regulations. We store your personal information as part of your staff record for the duration of your employment (and it may be used as part of our assessment of any future application you make for further employment at Grand Valley). After you leave certain records pertaining to your employment are retained indefinitely so that the details of your employment can be confirmed and for statistical or historical research.

### **5. Sensitive Data**

In addition to this, the University may process some information about you that is classified as 'sensitive' or 'special category' personal data, and which requires additional protections. This includes information

concerning your ethnicity, sexual orientation, religious beliefs or health/disability for planning and monitoring purposes, or in order to provide care, help or suitable adjustments. For certain roles, other sensitive information may be processed, such as information about past criminal convictions. Access to, and the sharing of, your 'sensitive' personal data are controlled very carefully. You will normally be given further details about our use of any such data when we collect it from you.

## **6. Rights of the Data Subject**

While in the EU you will be able to exercise your rights as a data subject described in Article 15-22 of the GDPR: right of access to your personal data, right to correct that data, right to have the data erased, right to restrict processing, right to data portability, right to object to processing, right to withdraw consent, the right not to be subject to automated decision-making, and the right to lodge a GDPR-related complaint with an EU Supervisory Authority. Please note that the University is subject to federal and state laws that may require that we request, process and retain and report on certain types of data. These legal obligations may also affect actions we would be permitted to take in response to a request to exercise your GDPR data rights, especially the right to have your data erased.

## **7. Importance of Data**

By you not providing the requested information, Human Resources is not able to deliver its good and services through payroll, benefits or any other Human Resource function.

## **8. Data Protection**

The University has put in place reasonable physical, technical and administrative safeguards designed to prevent unauthorized access to or use of information collected online.

## **REQUEST FOR CONSENT**

After reading the above Notice, please review the request consent below and indicate your selection by checking the appropriate box.

For the transfer of my personal data between the European Union and Grand Valley State University and its representatives, pursuant to the conditions and limits specified in the EU GDPR.

☐ I give my consent

☐ I do not give my consent

## **Signature for Consent**

Date \_\_\_\_\_

Full Name (print) \_\_\_\_\_

Signature \_\_\_\_\_