

University of Nebraska



LEGAL STATEMENT

Eligibility for Employment

- If you are a citizen or national of the U.S. or a lawful Permanent Resident, you ARE ELIGIBLE for employment.
- If you are a non-resident alien (not a citizen or national of the U.S. or lawful Permanent Resident), your ELIGIBILITY FOR EMPLOYMENT IS DEPENDENT UPON YOUR STATUS.

If you need assistance in determining your employment eligibility, please contact the UNMC International Affairs Office and/or the U.S. Citizenship and Immigration Services.

Verification of Identity and Work Authorization

Any offer of employment is contingent upon your completing the USCIS Employment Eligibility Verification (Form I-9) and providing documents to verify your identity and employment eligibility as required by law. When completing the Form I-9, you will be required to attest that you are a citizen or national of the U.S., a lawful Permanent Resident or an alien authorized to work.

Definition of an Applicant

Three conditions must be met for an individual to be considered an applicant when using the University of Nebraska's on line employment site to express interest in employment:

- You must apply for a specific, open position for which the University of Nebraska is seeking candidates.
- You must meet the predefined, documented minimum requirements related to a specific, open position.
- You must comply with the University of Nebraska's standard application procedure.

Veteran's Preference

The University of Nebraska shall apply the following standards to comply with the requirements set forth in the Revised Statutes of Nebraska, Sections 48-225 to 48-231, with respect to veterans seeking a preference in employment as provided in said sections.

The University of Nebraska does not select or qualify applicants for employment on the basis of an examination. Therefore, in order to apply the preference accorded to veterans in the University's selection evaluation process, as required by Neb. Rev. Stat. Section 48-226, the University will recognize the preference upon determining applicants who qualify for employment and who are "preference eligible" as defined in subsection (4) of Neb. Rev. Stat. Section 48-225 shall be entitled to employment over other persons of equal qualifications in the final selection process.

Exercising preference in employment

Upon receipt of an application for employment from a veteran seeking to exercise his or her veteran's preference right, said individual must produce evidence that he/she is "preference eligible". If an applicant for employment is a veteran who is "preference eligible" is selected as a finalist during the selection process and such preference eligible veteran is "equally qualified" with non-veteran finalist candidate, the preference eligible veteran shall receive preference in the selection decision. Equally qualified shall mean consideration of all factors in making the selection decision, including, but not limited to, employment reference checks, work history, knowledge, skills, abilities and training.

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Criminal History

As an applicant for University of Nebraska employment you must disclose if you have been convicted of or plead guilty to (a) a felony, or (b) a misdemeanor; or (c) if you are subject to a court order restraining you from contacting, harassing, stalking, or threatening another person or child of such other person or applicant, or engaging in other conduct that would place another person in reasonable fear of bodily injury. Some positions, due to the nature of the job responsibilities, may be expected to disclose additional information relevant to the job duties of the position; however, this will be handled on a job by job basis.

The date of conviction or order, type of conviction or order, and jurisdiction where the conviction or order occurred must be disclosed. “**Convicted**” means a finding of guilt of a criminal offense either as a result of a criminal trial, acceptance of a plea of guilty or no contest (nolo contendere). “**Felony**” means a criminal offense punishable by death or imprisonment for more than one year. “**Misdemeanor**” means a criminal offense punishable by imprisonment of one year or less, and/ or monetary fine.

A conviction record is not an automatic bar to employment. The University will determine whether the information is relevant to the position sought depending on the totality of the circumstances.

Convictions which have been the subject of a pardon, annulment, or other equivalent procedure based on innocence, and juvenile adjudications will not be considered for purposes of disqualifying an applicant. Convictions or orders subject to a pending appeal may be considered; additional information about the appeal may be needed in order to complete the evaluation of the application.

Court orders shall apply to orders that (a) are issued after a hearing of which the applicant received actual notice, and at which the applicant had the opportunity to participate; and (b)(i) includes a finding that the applicant represents a credible threat to the physical safety of such other person or child; or (ii) by its terms explicitly prohibits the use, attempted use, or threatened use of physical force against such other person or child that would reasonably be expected to cause bodily injury.

Veracity of Employment Information (to Certify Application)

As an applicant for University of Nebraska employment you will be required to certify the information reflected in your application to be true to the best of your knowledge and belief. Any misrepresentation may result in revocation of a University job offer or discharge, if hired, regardless of when discovered.

As an applicant you must also acknowledge that you will report to the University HR Office (in writing) any occurrences or event taking place prior to receipt of a job offer from the University, which may render inaccurate, untrue, or incomplete any statement made in your application.

Unless otherwise expressly stated in a written appointment to a position or in a written contract of employment duly approved and executed by the University, all non-faculty employees are considered employees at will, and either the University or the employee may terminate the employment relationship upon giving the proper advance notice.

In the certification process you, as an applicant, also grant permission to the University of Nebraska to investigate employment records, educational records, criminal records, and other records to verify the information provided in your application and/or any additional information you have provided and release the University, its agents and persons contacted from any liability resulting from such investigation.

A check box serves as your electronic signature and evidence of certification.