

Information

Employment Applications

Effective

May 1 1992

Number

PER 2 04

Applicability

This policy applies to the University Community Administrators Faculty Staff and Students and Applicants

Administrative Authority

Vice President for Human Resources

Responsible Unit

Human Resources

Miller Information Technology Center Rm 02C

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History

Revision Date(s): May 5, 2017 (effective November 30, 2017); July 19, 2021; December 14, 2021 (minor edits); August 24, 2022 (minor edit); June 27, 2025; April 1, 2026 (minor revision)

Reviewed Date(s): March 8, 2016; May 5, 2017; June 27, 2025

Categories

Statement:

All candidates for hire shall complete an Application for Employment. The candidate's signature shall attest to the truth of all statements contained therein. Falsifying information may be cause for rejecting an application from consideration and/or dismissal.

Applications shall be accepted without regard to race, sex, age, color, national origin, ethnicity, creed, religion, diversity of thought, political viewpoint, social viewpoint, disability, genetic information, sexual orientation, gender, gender identity and expression, marital status, pregnancy, or veteran status.

An applicant shall not be hired if:

1. They do not meet minimum education, training, experience, and skill requirements, or the equivalent established for the position;
2. They falsified or failed to complete the Application for Employment;
3. They have an unsatisfactory employment record as shown by factual evidence.

EXCEPTION

The Vice President for Human Resources, in consultation with the department head, may approve a waiver of minimum qualifications in instances where qualified applicants are not available after a reasonable search.

All applications shall be tracked in the Human Resources Information System (HRIS), which is the university's system of record.

Related Information:

EMPLOYMENT TESTS

- A. [The Office of Federal Contract Compliance Programs \(OFCCP\)](#) and [the Equal Employment Opportunity Commission \(EEOC\)](#) define a test as any measure or measures of general intelligence, mental and learning ability, specific intellectual activities, dexterity and coordination, knowledge and proficiency, occupational and other interests, attitudes, personality, or temperament. The term "test" also encompasses all formal or informal techniques to determine job suitability. Examples are background requirements, specific educational or work history requirements, interviews, training programs, probationary periods, provisional employment period, and physical work requirements.
- B. Employment tests shall have the approval of the Vice President for Human Resources.

CRIMINAL BACKGROUND INVESTIGATIONS

All initial hires, including permanent and temporary Staff, Faculty, Administrators, Graduate Students, D12, H12, S26 (Federal Work Study), non-stipendiary student workers, and rehires to the university require a Criminal Background Check, or CBC. Applicants must agree, authorize and consent to a criminal background check and to make results known to the Human Resource Department. A record of convictions will not necessarily bar an applicant from employment; Human Resources, in consultation with appropriate entities will evaluate the conviction to determine whether it is relevant to the specific job responsibilities of the position and whether hiring the person may constitute an unacceptable risk. The nature, gravity, recency and frequency of convictions and the nature of the job duties will be considered. For additional information regarding the CBC process and requirements, please contact Human Resources, Employment Services.

[The Office of Federal Contract Compliance Programs \(OFCCP\)](#)

[Criminal Background Check Frequently Asked Questions](#) (log-in required)

[The Equal Employment Opportunity Commission \(EEOC\)](#)

Definitions:

<http://louisville.edu/hr/policies/definitions>