

**UNIVERSITY OF NEVADA, LAS VEGAS
PREEMPLOYMENT CERTIFICATION**

I understand that the Code of the Nevada System of Higher Education (NSHE) governs and is incorporated by reference in all employment contracts and that the Policies of the Board of Regents determine various terms and conditions of employment. I hereby acknowledge constructive receipt of the Code (Title 2) & Policies (Title 4) of the NSHE at <http://system.nevada.edu/Board-of-R/Handbook/index.htm>.

Certification of Credentials & Qualifications

I certify that all application materials submitted for employment consideration (e.g., letter of interest, curriculum vitae or application, educational and employment records, publications, or work samples) are a true, accurate, and complete representation of my credentials and qualifications. I understand that degrees offered in support of my candidacy must be issued by an institution accredited by a regional, national, professional, or specialized accrediting body and that degrees issued outside the U.S. must be evaluated for equivalency to U.S. degrees.

Acknowledgement of Responsibility to Obtain/Maintain Eligibility to Work in the United States

I understand the NSHE employs only individuals who are lawfully eligible to work in the United States and that employment eligibility will be verified upon employment. If I do not currently have permanent eligibility to work in the U.S., I understand that it is my responsibility to obtain and/or maintain eligibility to work and that loss of eligibility to work at any future date will invalidate my employment contract and result in concurrent separation from employment without recourse or appeal.

Certification or Disclosure Pertaining to Criminal Convictions

I understand that in selected circumstances, convictions or pending criminal charges for a misdemeanor, gross misdemeanor, or felony related to the duties and responsibilities of a given position may influence consideration for employment. I certify that unless I have submitted a statement about the dates, charges, and circumstances of any such convictions or pending criminal charges as provided below, I have not been convicted or have any pending criminal charges of any misdemeanor, gross misdemeanor, or felony in any jurisdiction (inside or outside the U.S.).
CHECK ONE:

No Convictions or Pending Criminal Charges Yes, please submit statement under separate cover to UNLVHrRecruitment@unlv.edu.

Disclosure of the Employment of Relatives

I understand that the NSHE prohibits the concurrent employment of relatives if one person will be the immediate supervisor or be in the direct line of authority of any relative within the 3rd degree of consanguinity or affinity, including members of the Board of Regents. *[The third degree of consanguinity or affinity is defined as spouse, partner, mother, father, brother, sister, or child (including half, step, and in-law relationships in the same categories), first cousin, aunt, uncle, niece, nephew, grandparent, or grandchild.]* I certify that I am not related to any other person within the NSHE, within the 3rd degree of consanguinity or affinity, except as disclosed below:

Name & Title of Relative: _____

NSHE Affiliation of Relative: _____

Relationship of Relative: _____

Authorization to Disclose and Verify Application Materials

I understand that any falsification, misrepresentation, or material omission in my application materials (including this certification) or making other false or fraudulent representations in securing employment may be grounds for disqualification of my candidacy or (if discovered after the date of hire) invalidation of any employment contract, without recourse or appeal. I understand that application materials in the NSHE are confidential personnel documents until I authorize their public release. If I accept an interview for the listed position, I authorize the public release of my application materials and name. My signature authorizes UNLV to verify all of my educational and employment records and other application materials, either prior to or following employment, with the understanding that facsimiles or photocopies of this authorization shall be deemed as valid as the original.

Name of Candidate: _____ ***Signature:*** _____

Position Applied For: _____ ***Date:*** _____

Name in which degree(s) issued (if different): _____