Hire a Knight Registration Agreement and Terms of Use for Students and Alumni

Updated July 2018

Please carefully read this agreement before submitting your Hire A Knight profile. By utilizing your student/alumni account, you are agreeing to maintain your information and resume in the Hire A Knight database and adhere to the following policies:

Registration Agreement and Terms of Use

By entering my information and uploading my resume(s) into Hire A Knight, I can choose to make my resume available for employer searches. The information in my Hire A Knight profile and on my resume(s) presents, to the best of my knowledge, accurate and truthful information about me. I recognize and understand that the Hire A Knight database is maintained on a non-St. Norbert College server (Purple Briefcase) and that the information I enter and upload in Hire A Knight is not connected to information maintained or housed on St. Norbert College servers. While employers using Hire A Knight must agree to abide by the SNC Employer Policies, I understand that The Office of Career & Professional Development has no responsibility for or control over employers who may distribute my resume or information therein without my consent to parties outside the scope of this release.

Notice Regarding Legitimate Postings

The Office of Career & Professional Development (CAPD) makes no recommendation regarding employers, and makes every effort to approve legitimate job opportunities. While the CAPD office works diligently to monitor jobs, occasionally postings may occur that are fraudulent. The Office of Career & Professional Development makes no representation or guarantees about positions posted in Hire A Knight, powered by Purple Briefcase, or positions highlighted via CAPD social media accounts. We do not perform background checks on individuals applying for jobs, nor on employers posting job opportunities. Employers and job seekers are encouraged to request reference information from each other as needed to establish qualifications, credentials and overall fit between the employer and applicant.

Job seekers are urged to carefully review postings and use caution and their own discretion when applying. Do not disclose social security numbers, credit card information, or bank account numbers to unknown employers.

Ways to identify that a job may be fraudulent:
- Employer asks for extensive personal information such as credit card, social security or bank account numbers.
- An employer asks for money upfront
- The job requires the employee to wire money through Western Union/MoneyGram or asks the employee to cash/deposit checks sent to them
- Employer e-mails are rife with grammatical and spelling errors
- E-mails purporting to be from job posting websites claiming there’s a problem with a job hunter’s account
- An employer offers the opportunity to become rich without leaving home
• You receive an unexpectedly large check.
• The salary and benefits offered seem too-good-to-be-true

If you view a job posting that matches these characteristics please contact the Office of Career & Professional Development at 920.403.3040 or careers@snc.edu

| Hire A Knight Account Maintenance |

I understand that in order to complete my registration I must complete my Hire A Knight profile. Further, I will update the contents of my Hire A Knight account as necessary to indicate my interest in remaining registered with Hire A Knight and to maintain the accuracy of all information contained in my account.

Career and Professional Development may de-activate my account and prohibit my use of services anytime they determine that information contained in my account is inaccurate or that I have not appropriately adhered to any policy stated in this agreement.

If you have questions, please contact the Career and Professional Development office, TWH 215, 920-403-3040 or careers@snc.edu.