



The University System of Georgia
 Affirmative Action/Equal Employment and Educational Opportunity
 Institution.

Job Vacancy # _____

Faculty Application for Employment

3175 Cedartown Hwy., SE
 Rome, GA. 30161

Phone (706) 802-5000 FAX (706) 368-7723

Please advise if you need assistance /accommodation in completing this application

Application must be filled out completely. Please print or type information in black or blue ink.

Personal Information

Name: Last, First,		Middle Initial.	
Address:	City:	State:	Zip Code:
Home Phone: () -	Work Phone: () -		

Description of Position Desired:

Are you authorized to work in the U.S. on an unrestricted basis? Yes No

Do you have any relatives that are currently employed with Georgia Highlands College? Yes No. If yes, please state name and relationship. _____

Have you ever been convicted of a crime that could bear a relationship to the job for which you are applying? Yes No
 (If yes, please attach explanation) **Note:** Per BOR policy, felony convictions are a potential bar to employment.

Education

Degree	Yr of Degree or Dates Attended	Institution	Major	Minor

Additional Education, Professional, Training or Certification

Dates (m/yy)	Institution	Field of Study

Teaching and other Educational Related Experience

Dates (m/yy)	Institution	Rank	Subject Area

Experience in Business, Professional, Military

Dates(m/yy)	Institution of Business	Position Title

Memberships in Professional and Honor Societies

Dates(m/yy)	Institution or Business	Awards and Honors

Publications - Articles and Books

Dates(m/yy)	Institution or Business	Name of Publisher & Periodical

Research Projects (Unpublished)

Dates(m/yy)	Institution or Business	Auspices (Foundation grant, etc.)

References

(List individuals familiar with your educational background and professional experience.)

Name/Title	Address	Telephone
		- -
		- -
		- -

APPLICANT'S CERTIFICATION AND AGREEMENT: I swear (or affirm) under penalty of perjury, that all representations made by me on this application form, and/or my resume or curriculum vita is true and correct. I further understand that any misrepresentations of my credentials or any other fact on my application materials may result in the immediate termination of my employment. I authorize Georgia Highlands College to investigate any of the facts set forth in this application.

Applicant Signature

Date



Georgia Highlands College
Affirmative Action Reporting

3175 Cedartown Hwy., SE – Rome, GA. 30161
Phone (706) 802-5000 Fax (706) 295-6610

Date: _____

Dear Applicant for _____
(Enter advertised position)

Thank you for your interest in employment with Georgia Highlands College. Our commitment to affirmative action and to equal opportunity requires that we monitor applicant data for position vacancies. This information affords compliance with Board of Regents policy and other reporting requirements.

Completion of the information below is optional and will not affect your candidacy for the position. Please send this form, along with the application, to the Director of Human Resources who will be responsible for reporting these affirmative action statistics. Thank you for your participation.

Sincerely,

Kenneth M. Reaves
Director, Human Resources

PLEASE CHECK THE APPROPRIATE CATEGORIES:

White/Other	Black	Hispanic	Asian/East Indian/Pacific Islander	American Indian
<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> M <input type="checkbox"/> F
How did you learn of this opening? <input type="checkbox"/> Classified Ad <input type="checkbox"/> Walk in <input type="checkbox"/> Referred by employee <input type="checkbox"/> Web Page <input type="checkbox"/> Other _____				

Disabled Status: _____

Veterans Status: _____

Print Name

Signature

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