



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

Job Vacancy _____

3175 Cedartown Hwy., SE – Rome, GA. 30161
Phone (706) 802-5000 Fax (706) 368-7723

Application for Employment

please print or type in black or blue ink.

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

Day Phone	Home Phone
- -	- -

E-Mail Address _____

PERSONAL INFORMATION

Last Name	First	Middle

Street Address	Apt. No

City	State	Zip Code	County

Previous Address _____

Have you ever worked here before? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you over 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you authorized to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been convicted of a crime? (Per BOR policy, felony convictions are a potential bar to employment.) <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please attach explanation.
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How did you learn of this opening? Classified Ad Walk in Referred by employee Web Page Other

Position applied for: _____

Wage or salary desired: _____

Type of Employment you are seeking?
 Full time Part-time Student Assistant Work Study (Contact Financial Aid Office)

JOB SKILLS

Personal Computer Skills Yes No **Type of PC/Operating system used:** _____

Computer Skills software: Word Processing Spreadsheet Database Email Other

List of Qualifications in the skilled trades/crafts field:

In addition to your work history, what other experiences, skills or qualifications would especially fit your work with Georgia Highlands College?

Do you currently have relatives working at Georgia Highlands College?
 Yes No. If yes, please state the name and relationship _____

EDUCATION

School name and Location (City and State)	Degree	Major	Dates Attended (m/d/yy)
High School			N/A
Vocational School			
College/University			
Graduate School			
Other			

Employment Record

May we contact your present employer? Yes No

Most recent employer	Address	Phone - -
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Beginning Date: (m/d/yy)	Starting Salary: Per --	Starting Position:
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End Date: (m/d/yy)	Ending Salary: Per --	Position on leaving:
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Name and title of Supervisor:	Reason for Leaving:
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Brief description of duties:

Employer	Address	Phone - -
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Beginning Date: (m/d/yy)	Starting Salary: Per --	Starting Position:
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End Date: (m/d/yy)	Ending Salary: Per --	Position on leaving:
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Name and title of Supervisor:	Reason for leaving:
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Brief description of duties:

Employer	Address	Phone - -
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Beginning Date: (m/d/yy)	Starting Salary: Per --	Starting Position:
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End Date: (m/d/yy)	Ending Salary: Per --	Position on leaving:
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Name and title of Supervisor:	Reason for leaving:
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Brief description of duties:

Personal References (Please Provide three references, not relatives)

Name	Occupation	Address	Phone Number
			- -
			- -
			- -
			- -

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) 368-7723

Date: _____

Dear Applicant for _____,
(Enter desired 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

Disabled Status: _____

Veterans Status: _____

Print Name

Signature