



**1100 South Marietta Parkway
Marietta, GA 30060-2896**

EMPLOYMENT APPLICATION

PLEASE NOTE!

Your signature is required on this application in order for it to be considered. All applications without a valid signature will be discarded. Southern Polytechnic State University will retain applications on file for a period of 12 months from the date of your signature.

SPSU is an ADA/AA/EEO Employer

Application for Employment

Southern Polytechnic State University

A Unit of the University System of Georgia
An Affirmative Action/Equal Opportunity Educational Institution

PERSONAL

Name (Last)		(First)		(Middle)	
Address (Street, City, State, Zip)		Home Phone () ()	Alternate Phone () ()		E-mail address
Indicate types of employment you are willing to accept:	Full Time <input type="checkbox"/> Yes <input type="checkbox"/> No	Part Time <input type="checkbox"/> Yes <input type="checkbox"/> No	Permanent <input type="checkbox"/> Yes <input type="checkbox"/> No	Temporary <input type="checkbox"/> Yes <input type="checkbox"/> No	Shifts <input type="checkbox"/> Yes <input type="checkbox"/> No
Position for which you are applying:	Are you willing to work overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No	Minimum salary you are willing to accept		Date Available	
If hired, are you able to present evidence of your U.S. citizenship or proof of your legal right to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		Do you have a relative by blood or marriage employed at SPSU? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, name of relative and department:	

One employment application is sufficient. A cover letter may be included to indicate interest in more than one vacancy.

EDUCATION

	Name	City/State	Highest Yr. Completed	Degree/Major	Yr. Grad.
Elementary			<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5		
Middle School			<input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8		
High School			<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12		
College			<input type="checkbox"/> Fr. <input type="checkbox"/> So. <input type="checkbox"/> Jr. <input type="checkbox"/> Sr.		
Graduate School					
Vocational/Business					
Other (Specify)					
Honors, Extra Curricular Activities, Offices Held:					

MILITARY

Branch of Service		Active Duty: From		To	
Rank or Ranking					
Service Schools Completed					

SKILLS

Typing WPM	Shorthand WPM	Professional Licenses/Registrations:				
Are you fluent in any languages other than English? <input type="checkbox"/> Yes <input type="checkbox"/> No		Language:	Speak:	Read:	Write	
Indicate experience in years:						
Clerk	Secretary	Cashier	Accounting	Payroll	Library	Drafting
Programmer	Personnel	Elec. Technician	Data Entry	Mech. Technician	Comp. Technician	Janitor
Groundskeeper	Landscaping	Carpenter	Plumber	Painter	Electrician	AC Mechanic
Locksmith	Inventory	Security Guard	Storekeeper	Auto Mechanic	Equip Mechanic	Word Processor
Other (Please Specify)						

EMPLOYMENT

Name of present or most recent employer:				
Address:			Telephone:	
Name of Supervisor:			Your Title	
Dates of Employment:	From	To	Starting Salary	Ending Salary
Reason for Leaving:				
Description of Duties:				

Name of next most recent employer:				
Address:			Telephone:	
Name of Supervisor:			Your Title	
Dates of Employment:	From	To	Starting Salary	Ending Salary
Reason for Leaving:				
Description of Duties:				

Name of next most recent employer:				
Address:			Telephone:	
Name of Supervisor:			Your Title	
Dates of Employment:	From	To	Starting Salary	Ending Salary
Reason for Leaving:				
Description of Duties:				

Name of next most recent employer:				
Address:			Telephone:	
Name of Supervisor:			Your Title	
Dates of Employment:	From	To	Starting Salary	Ending Salary
Reason for Leaving:				
Description of Duties:				

The Immigration Reform and Control Act of 1986 requires documentation of identity and eligibility in the United States.

Georgia is an Open Records state.

Have you ever been convicted or are any charges now pending against you by Federal, State or other law enforcement authorities, for any violation of any federal law, county or municipal law, regulation or ordinance? Do not include anything that happened before your sixteenth birthday. Do not include minor traffic violations for which a fine of \$35 or less was imposed. All other convictions must be included even if they are pardoned. No Yes; If YES, please fully disclose the details of any conviction(s) below.

I hereby certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that if employed, any falsified statement herein is considered sufficient cause for dismissal. I understand that information concerning past employment, and other facts, are subject to inquiry.

Signature _____ Date _____

VOLUNTARY EMPLOYMENT INFORMATION FORM
Southern Polytechnic State University

Dear Applicant:

We appreciate your interest in employment at Southern Polytechnic State University. In an effort to comply with Federal Regulations that require the University to keep records regarding sex, race, Vietnam Era and/or disabled veteran status, handicapped status, etc. on all applicants for employment, we are providing this form for your consideration. The completion of this form is voluntary and will in no way be associated with the evaluation of your credentials for the position under consideration. Further, should you choose not to provide this information, that fact will not be a factor in the consideration of your credentials for the position.

Your assistance in this matter will be appreciated.

Affirmative Action Officer

NAME (Optional): _____

POSITION YOU ARE APPLYING FOR _____

Please check one of the following:

- Female
- Male

Please check one of the following:

- U. S. Citizen
- Permanent Resident
- Non-Resident Alien

Please check one of the following:

- Hispanic or Latino
- Non-Hispanic or Latino (*If Non-Hispanic or Latino, please indicate your race by circling the appropriate choice below*):
 - American Indian/Alaska Native
 - Asian
 - Black/African American
 - Native Hawaiian/Other Pacific Islander
 - Multi-racial
 - White

Please check one of the following:

- Vietnam Era and or/Disabled Veteran

If you do not wish to supply this information, please check here. _____

In addition, please help us evaluate the effectiveness of the medium for our advertisement by checking one of the following:

I saw the ad for this position in:

- | | |
|--|---|
| <input type="checkbox"/> The Chronicle of Higher Education | <input type="checkbox"/> The Hispanic Outlook |
| <input type="checkbox"/> Black Issues in Higher Education | <input type="checkbox"/> The Atlanta Journal Constitution |
| <input type="checkbox"/> The Marietta Daily Journal | <input type="checkbox"/> SPSU Web Site |
| <input type="checkbox"/> The Applicant Clearinghouse | <input type="checkbox"/> Other (please specify below) |
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