



Human Resources Department  
 Business and Finance  
 Columbus State University  
 4225 University Avenue  
 Columbus, Georgia 31907-5645  
 (706) 568-2005

# Columbus State University

## EMPLOYMENT APPLICATION

### Faculty Appointment

- Affirmative Action/Equal Opportunity Employer
- Immigration Reform and Control Act of 1986 requires identity and employment eligibility verification for employment.

**APPLICANT**

- Please complete pages 1 through 5.
- Type or print in black ink.
- If you have a resume, insert it (loose) between pages 2 and 3.
- If you need more space, enclose a supplemental page.

## GENERAL

NAME (LAST) (FIRST) (MIDDLE) DATE OF APPLICATION

PRESENT ADDRESS (STREET, CITY, STATE, ZIP + 4 CODE) PHONE – HOME PHONE - WORK

HAVE YOU WORKED FOR COLUMBUS STATE UNIVERSITY BEFORE? IF YES, DATES OF EMPLOYMENT DEPARTMENT POSITION  
 YES  NO

ARE YOU CURRENTLY EMPLOYED? MAY WE CONTACT YOU AT YOUR PLACE OF WORK? NAME OF EMPLOYER/CONTACT PERSON  
 YES  NO  YES  NO

DO YOU HAVE RELATIVES EMPLOYED AT CSU? IF YES, GIVE NAME DEPARTMENT RELATIONSHIP  
 YES  NO

DO YOU HAVE THE LEGAL RIGHT TO WORK IN THE U.S.? IF UNDER THE AGE OF 18, GIVE DATE OF BIRTH ARE YOU CURRENTLY ENROLLED AT CSU?  
 YES  NO MONTH DAY YEAR  YES  NO

## POSITION

TITLE OF POSITION FOR WHICH YOU ARE APPLYING? SALARY EXPECTED \$

DATE AVAILABLE ARE YOU SEEKING IF OTHER, PLEASE DESCRIBE  
 FULL TIME  OTHER EMPLOYMENT

## EDUCATION & TRAINING

HIGH SCHOOL LAST ATTENDED	NAME OF SCHOOL CITY AND STATE	GRADUATE?		TYPE OF DEGREE OR DIPLOMA	GRADE AVERAGE (A,B,C, etc.)	MAJOR SUBJECT
		YES	NO			
COLLEGE, UNIVERSITY OR TECHNICAL SCHOOL	NAME OF SCHOOL CITY AND STATE					
COLLEGE, UNIVERSITY OR TECHNICAL SCHOOL	NAME OF SCHOOL CITY AND STATE					
COLLEGE, UNIVERSITY OR TECHNICAL SCHOOL	NAME OF SCHOOL CITY AND STATE					
COLLEGE, UNIVERSITY OR TECHNICAL SCHOOL	NAME OF SCHOOL CITY AND STATE					

# EMPLOYMENT RECORD

\*Items marked with an asterisk need not be answered if you enclose a resume.

## PRESENT OR MOST RECENT EMPLOYMENT

EMPLOYER	POSITION TITLES (LIST EARLIEST FIRST)	START DATE	END DATE	STARTING SALARY
STREET ADDRESS				FINAL SALARY
CITY, STATE, ZIP		PHONE		May We Contact This Employer? <input type="checkbox"/> YES <input type="checkbox"/> NO
Nature of Work*		REASON FOR LEAVING		

EMPLOYER	POSITION TITLES (LIST EARLIEST FIRST)	START DATE	END DATE	STARTING SALARY
STREET ADDRESS				FINAL SALARY
CITY, STATE, ZIP		PHONE		May We Contact This Employer? <input type="checkbox"/> YES <input type="checkbox"/> NO
Nature of Work*		REASON FOR LEAVING		

EMPLOYER	POSITION TITLES (LIST EARLIEST FIRST)	START DATE	END DATE	STARTING SALARY
STREET ADDRESS				FINAL SALARY
CITY, STATE, ZIP		PHONE		May We Contact This Employer? <input type="checkbox"/> YES <input type="checkbox"/> NO
Nature of Work*		REASON FOR LEAVING		

EMPLOYER	POSITION TITLES (LIST EARLIEST FIRST)	START DATE	END DATE	STARTING SALARY
STREET ADDRESS				FINAL SALARY
CITY, STATE, ZIP		PHONE		May We Contact This Employer? <input type="checkbox"/> YES <input type="checkbox"/> NO
Nature of Work*		REASON FOR LEAVING		

## HONORS/AWARDS/MEMBERSHIPS

LIST ACADEMIC HONORS, AWARDS, SCHOLARSHIPS, ETC. YOU CONSIDER SIGNIFICANT AND RELEVANT TO EMPLOYMENT. LIST ALSO PROFESSIONAL ORGANIZATIONS, ASSOCIATIONS, HONORS, CERTIFICATIONS, PROFESSIONAL LICENSES AND PUBLICATIONS YOU CONSIDER SIGNIFICANT. PLEASE INDICATE THE PROFESSIONAL LICENSE NUMBER AND STATE OF ISSUANCE.

## PUBLICATIONS/GRANTS/FELLOWSHIPS

LIST PROFESSIONAL OR ACADEMIC PUBLICATIONS, GRANTS RECEIVED, SCHOLARSHIPS OR FELLOWSHIPS RECEIVED.

## REFERENCES

List three persons, other than relatives or personal friends, who have knowledge of your work experience and/or education.

NAME	MAILING ADDRESS	PHONE NO. (DAY)

1. Have you ever been discharged from employment because your work or conduct was not satisfactory?  Yes  No
2. Have you ever resigned after official notification that your work or conduct was not satisfactory?  Yes  No
3. Have you been convicted of any criminal drug offense?  Yes  No
4. Have you ever been convicted of a felony?  Yes  No

If you answered yes to any of the above, please explain:

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### APPLICANT'S STATEMENT

I certify that all information and statements given on this application are true and correct to the best of my knowledge and agree to be bound thereby. I hereby consent to the duly authorized representatives of Columbus State University contacting any of my former employers, any of the educational institutions that I have attended, and any other persons or organizations whom it determines might have information relevant to my application here. I further consent to those persons or organizations divulging relevant information to Columbus State University notwithstanding that it might otherwise be confidential, such as records of disciplinary proceedings. I understand that any information obtained by Columbus State University in the course of those contacts will be treated in the strictest confidence. I understand that by accepting this application the University does not incur any liability for my future employment and that acceptance of an offer of employment does not create a contractual obligation upon the University to continue to employ me in the future. In the event of employment, I understand that false or misleading information given on this application or in an interview may result in discharge. I understand and agree to abide to by the work rules and regulations of Columbus State University and the Board of Regents of the University System of Georgia.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

<b>R E F E R E N C E  C H E C K</b>	PERSON CONTACTED	RESULTS

<b>D E G R E E S</b>	DEGREE	NAME OF INSTITUTION	CITY	STATE	COPY RECEIVED

<b>I N T E R V I E W  R E S U L T S</b>	INTERVIEWER NAME AND COMMENTS

<b>N O T E S</b>	



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**Notice to Applicant**

In order for CSU to comply with Equal Employment and Affirmative Action regulations, we are required to compile summary data on the sex and ethnicity of all applicants. The information solicited below is collected for the sole purpose of providing data to be used for statistical analysis. Information provided on this form will not become part of any personnel file, nor are you required to provide this information to be considered for employment. Your voluntary participation in this effort is greatly appreciated. If applying for more than one position, please send separate applicant data form for each position.

**Applicant Information**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Job Number: \_\_\_\_\_

Position applying for \_\_\_\_\_ Dept. \_\_\_\_\_  
 (Please state position title exactly as it appears in position announcement.)

Sex: Male \_\_\_\_\_ Female \_\_\_\_\_

Ethnic Background: (check most appropriate response)

Black _____	American Indian or Alaska Native _____
White _____	Asian or Pacific Islander _____
Hispanic _____	Other _____

How did you learn of this job opening?

- Columbus Ledger-Enquirer \_\_\_\_\_
- Through Current University Employee \_\_\_\_\_
- University System Applicant Clearinghouse \_\_\_\_\_
- Chronicle of Higher Education \_\_\_\_\_
- Jobline \_\_\_\_\_
- Columbus Times \_\_\_\_\_
- Other Publication (please state) \_\_\_\_\_
- Columbus State University Website \_\_\_\_\_
- Other Internet site (please state) \_\_\_\_\_
- Posting at state or local agency (please list agency) \_\_\_\_\_
- Posting at another college or university  
 (please list college or university) \_\_\_\_\_

**\* Please complete and mail this form to the Human Resources Department, Columbus State University, 4225 University Avenue, Columbus, Georgia 31907-5645.**