



Human Resources Department
Business and Finance
4225 University Ave.
Columbus Georgia 31907-5645
(706) 568-2005

Columbus State University Employment Application

APPLICANT

- Please complete pages 1 through 4.
- 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

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

SS # _____ / _____ / _____

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 <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Dates of Employment	Department	Position
Have You Filed an Application Here Before? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Give Date	Are You Currently Employed? <input type="checkbox"/> Yes <input type="checkbox"/> No	May We Contact You At Your Place Of Work? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do You Have Relatives Employed At CSU <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Give Name	Department	Relationship
Do You Have The Legal Right To Work In The U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Under the Age Of 18, Give Date Of Birth Month Day Year	Are You Currently Enrolled At CSU? <input type="checkbox"/> Yes <input type="checkbox"/> No	

POSITION

Title of Position For Which You Are Applying?	Job Number	Salary Expected \$
Date Available	Are you Seeking <input type="checkbox"/> Full-Time <input type="checkbox"/> Other Employment	If Other, Please Describe
Will You Work Hours Other Than 8 to 5? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will You Work Weekends? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will You Accept Temporary Work? <input type="checkbox"/> Yes <input type="checkbox"/> No
General Area of Occupational Interest (Check Only One) <input type="checkbox"/> Clerical <input type="checkbox"/> Service Maintenance <input type="checkbox"/> Technical <input type="checkbox"/> Crafts/Trade <input type="checkbox"/> Professional/Administrative		

Office Skills		Computer/Hardware Programming Languages/ Software Products Used	Skilled Trades Years Experience Certifications Licenses
Word Processing Equipment Operated	Software Packages Used		
Typing - WPM	Other Office Equipment Operated		

Please State Any Other Information That You Feel Would Be Helpful To Us In Considering Your Application

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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 \$	Hours Per Week
Street Address					
				Final Salary \$	Hours Per Week
City,State,Zip	Last Supervisors Name:	Phone		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Describe Position *		Reason for Leaving			

Prior Employment, Military Service, Or Significant Volunteer Work

Employer	Position Titles (List Earliest First)	Start Date	End Date	Starting Salary \$	Hours Per Week
Street Address					
				Final Salary \$	Hours Per Week
City,State,Zip	Last Supervisors Name:	Phone		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Describe Position *		Reason for Leaving			

Employer	Position Titles (List Earliest First)	Start Date	End Date	Starting Salary \$	Hours Per Week
Street Address					
				Final Salary \$	Hours Per Week
City,State,Zip	Last Supervisors Name:	Phone		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Describe Position *		Reason for Leaving			

Employer	Position Titles (List Earliest First)	Start Date	End Date	Starting Salary \$	Hours Per Week
Street Address					
				Final Salary \$	Hours Per Week
City,State,Zip	Last Supervisors Name:	Phone		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Describe Position *		Reason for Leaving			

EDUCATION & TRAININGCircle the highest
Year CompletedGrade school
1 2 3 4 5 6 7 8High School
9 10 11 12College
1 2 3 4Graduate
1 2 3 4

High School Last Attended	Name of School City and State	Graduate?		Type Of Degree Or Diploma	Grade Average (A, B, C, etc)	Major Subject Studied
		Yes <input type="checkbox"/>	No <input type="checkbox"/>			
College University Or Technical School	Name of School City and State	<input type="checkbox"/>	<input type="checkbox"/>			
College University Or Technical School	Name of School City and State	<input type="checkbox"/>	<input type="checkbox"/>			
Professional Vocational Or Technical School	Name of School City and State	<input type="checkbox"/>	<input type="checkbox"/>			
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.						

REFERENCESList 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 the 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 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 _____



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4225 University Avenue
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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 ☐
White ☐
Hispanic ☐

American Indian or Alaska Native ☐
Asian or Pacific Islander ☐
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 state agency)	_____
Posting at another college or university	_____
(Please list college or university)	_____