

**BRENAU UNIVERSITY
APPLICATION FOR EMPLOYMENT**

- PLEASE PRINT CLEARLY-

Please note that this application form was designed for use by persons applying for various types of positions (clerical, administrative, professional, technical, etc.) Please answer the questions to the best of your ability. All information will be treated confidentially. PLEASE PRINT CLEARLY.

PERSONAL INFORMATION

**Full Name: _____ Today's Date: _____

Home Address: _____

City, State, Zip: _____

**Email address: _____

**Home Phone: _(_____)_____ **Mobile Phone: _(_____)_____

How were you referred? ___ Newspaper Ad
 ___ Current Employee Referral Source: _____
 ___ School
 ___ Agency
 ___ On my Own
 ___ Other

Type of Work Desired: _____ Position for which you are applying: _____

Do you wish to work: ___ Full-Time; ___ Half-Time; ___ Temporary Salary requirements: \$_____/month

Date Available to Start: _____ Are you Currently Employed? Yes No

Computer Programs you can operate: _____

EDUCATION:

SCHOOL	PRINT NAME, ADDRESS	# YEARS COMPLETED	DEGREE, MAJOR, OR TYPE OF COURSE
HIGH SCHOOL			
COLLEGE (1)			
COLLEGE (2)			
GRADUATE SCHOOL			
OTHER			
OTHER			

MILITARY EXPERIENCE:

Were you in U.S. Armed Forces? Yes No If yes, what branch: _____

GENERAL INFORMATION:

Are you a U.S. Citizen, or do you have the legal right to work in the USA? Yes No

Are you at least 18 years of age? Yes No

Have you ever been convicted of a felony? Yes No If yes, what was the nature of the offense? _____

(An affirmative answer will not automatically disqualify you from being considered as a candidate for employment).

Have you previously applied for employment with Brenau Yes No If yes, when? _____

Have you previously been employed by Brenau? Yes No When? _____

Are any of your relatives employed here? Yes No List Name/Department: _____

EMPLOYMENT HISTORY: *(List present employer or most recent employer first)*

1 Employer: _____ Supervisor Name: _____
 Address: _____ Telephone: _____
 Employed From: _____ To: _____ Your Job Title: _____
 Salary: Start: _____ End: _____ May we contact this employer? _____
 Reason for Leaving: _____
 Duties: _____

2 Employer: _____ Supervisor Name: _____
 Address: _____ Telephone: _____
 Employed From: _____ To: _____ Your Job Title: _____
 Salary: Start: _____ End: _____ May we contact this employer? _____
 Reason for Leaving: _____
 Duties: _____

3 Employer: _____ Supervisor Name: _____
 Address: _____ Telephone: _____

Employed From: _____ To: _____ Your Job Title: _____

Salary: Start: _____ End: _____ May we contact this employer? _____

Reason for Leaving: _____

Duties: _____

PROFESSIONAL REFERENCES: (not friends or relatives)

NAME AND ADDRESS	OCCUPATION	PHONE #

Please include any other information that you think would be helpful to us in considering you for employment for the position you've applied. _____

AGREEMENT: *(Please read the following statements carefully and sign).*

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I also agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date. I understand that my employment can be terminated, with or without cause, at any time at the discretion of either Brenau University or myself. I understand that no management official other than the president of the University has any authority to enter into any agreement contrary to the foregoing or make any oral assurance or promise of continued employment. I authorize persons, schools, my current employer (if applicable), and previous employers and organizations named in this application (and accompanying resume, if any) to provide any relevant information that may be required to arrive at an employment decision. I understand that if hired by Brenau University, I may be required to take a pre-employment drug screen and background check as a condition of employment. I understand that refusal or any attempt to affect the results of these pre-employment tests will result in withdrawal of any employment offer or termination of employment if already employed.

Signature: _____ Date: _____

For HR use only: