

Application for Employment

Fort Valley State University is an Equal Opportunity Educational Institution and EEO/Affirmative Action Employer committed to excellence through diversity. Employment offers are made on the basis of qualifications, and without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation. In compliance with state & federal law, the University's annual security report, describing campus safety programs, policies, and crime statistics, is available upon request from University Police, 478-825-6211. Information provided on this application is subject to the Georgia Open Records Act (O.C.G.A. §50-18-70).

PLEASE TYPE OR PRINT. Complete all pages of the application. You may attach a resume, but **you must still complete all questions – do not indicate "See Resume"; or your application will be deemed incomplete and will not be considered.** Applications with missing or invalid job numbers will not be considered for any position.

Job #:	Name (Last, First, Middle)		Other names under which you have attended school or been employed:	
Job Title:				
Mailing Address		City, State & Zip		
Email Address	Home Phone	Mobile Phone	Other Phone	

Are you eligible to work in the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you 18 years of age or older?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If NO, what is your current age?
Have you ever been employed by Fort Valley State University?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, dates of employment & reason for leaving:
Have you ever been employed by another USG institution?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, name of institution, dates of employment & reason for leaving:
Are you related to any current Fort Valley State employee?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, their name & their relationship to you?
If required for position, do you have a valid driver's license?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

How did you learn about this employment opportunity at Fort Valley State University? Check all that apply:

- Ad in *Atlanta Journal-Constitution*
 FVSU Job Listing
 FVSU Website
 GA Dept. of Labor
 Ad in *Macon Telegraph*
 Referral by a FVSU employee
 University System of Georgia Applicant Clearinghouse
 Other:

EDUCATION

Name of School	City/State	Did you graduate?	If No, # of years left to graduate	If Yes, date of Graduation	Degree received	Major
High School		<input type="checkbox"/> Yes <input type="checkbox"/> No	N/A	N/A		
GED/Other School		<input type="checkbox"/> Yes <input type="checkbox"/> No				
College		<input type="checkbox"/> Yes <input type="checkbox"/> No				
College		<input type="checkbox"/> Yes <input type="checkbox"/> No				
College		<input type="checkbox"/> Yes <input type="checkbox"/> No				

Other credentials/ licenses/ professional affiliations, etc., which are relevant to the job(s) for which you are applying:

SKILLS: Please list technical skills, clerical skills, trade skills, etc., relevant to this position. Include relevant computer systems and software packages of which you have a working knowledge, and note your level of proficiency (basic, intermediate, expert)

WORK EXPERIENCE- Please detail your entire work history, beginning with your current or most recent employer and include military or volunteer commitments. If you held multiple positions with the same organization, detail each position separately. Attach additional sheets if necessary. Omission of prior employment may be considered falsification of information. Please explain any gaps in employment.
 PLEASE NOTE: Fort Valley State University reserves the right to contact all current and former employers for reference information.

Dates Employed (most recent position) From: _____ to _____ mo yr mo yr	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk:	Title:
Starting Salary:	Organization Name and Address:	
Final Salary:		
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:	Reason for Leaving	

Dates Employed From: _____ to _____ mo yr mo yr	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk:	Title:
Starting Salary:	Organization Name and Address:	
Final Salary:		
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact these references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:	Reason for Leaving:	

Dates Employed From: _____ to _____ mo yr mo yr	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk:	Title:
Starting Salary:	Organization Name and Address:	
Final Salary:		
Supervisor's Name, Title and Phone Number:	Other Reference Name, Title and Phone Number:	Contact these references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:	Reason for Leaving	

PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION

I certify that the information on this application and the supporting documents is accurate and complete. I understand and agree that failure to fully complete the form, or misrepresentation or omission of facts, represents grounds for elimination from consideration for employment, or termination after employment if discovered at a later date. I authorize Fort Valley State University to investigate, without liability, all statements contained in this application and supporting documents. I authorize references and former employers, without liability, to make full response to any inquiries in connection with this application for employment. If requested, I agree to submit to a physical exam, and criminal background investigation, and/or screening for illegal substances upon conditional offer of employment. I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment. I understand that staff employees of Fort Valley State serve at-will, and the employment relationship may be terminated at any time by either party, or any or no reason, other than a reason prohibited by law. If employed, I will be required to furnish proof of eligibility to work in the United States, to file a State security questionnaire and State loyalty oath, and to comply with University and departmental regulations. I understand that if employed on a temporary basis, I would be paid for hours worked only, and not be eligible for benefits including paid time off. If employed on a regular, benefits-eligible basis, I understand that I would be required to make mandatory contributions to the Teachers Retirement System or to an optional retirement program, if applicable. I understand that any benefits I receive may be subject to change or discontinuation at any time without prior notice. I understand that the first SIX MONTHS of regular employment represent a provisional period, during which I would not be eligible to apply for transfer or promotion and during which I may be terminated without right of appeal.

APPLICANT SIGNATURE _____ DATE _____