

MACON STATE COLLEGE

Application for Employment Classified Positions

Human Resources Department
100 College Station Drive
Macon, Georgia 31206-5144

Macon State College is an Equal opportunity Educational Institution and EEO/Affirmative Action Employer committed to excellence. Employment offers are made on the basis of qualifications, and without regard to race, sex, religion, national or ethnic origin, disability, age, or veteran status.

PLEASE TYPE OR PRINT. Complete both sides of the application. You may attach a resume, but you must still complete all questions or your application will be deemed incomplete and may not be considered. Please fill out each box (don't just indicate "See Resume.")

Name (LAST, first, middle)	Position Applying for:		Type of employment you are seeking (Please check all that apply) FULL - TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/> TEMPORARY <input type="checkbox"/> DAY SHIFT <input type="checkbox"/> NIGHT SHIFT <input type="checkbox"/>
Street Address	Refer for similar jobs if departments are seeking additional applicants?		
City, State & Zip	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Social Security Number	Home Phone	Work 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	
Are you currently employed at Macon State College?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, what is your current job title & department?
Have you ever been employed at Macon State College?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, dates of employment & reason for leaving:
Are you related to any current Macon State College 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	If Yes, State of issuance, license#, and expiration date:

How did you learn about this employment opportunity at Macon State College? Check all that apply:

The Macon Telegraph Walk-in MSC Website Referral by MSC employee GA Dept. of Labor
 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				
GED		<input type="checkbox"/> Yes <input type="checkbox"/> No				
Other School e.g., Vocational		<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				

Skills: Please list technical, trade, clerical skills, etc., relevant to this position. Include relevant computer systems software packages of which you have a working knowledge.

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Work Experience-Please detail your entire work history. Begin with your current or most recent employer. 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. Include full-time military or volunteer commitments. Please note that Macon State College reserves the right to contact all current and former employers for reference information.

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

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Starting Salary:	Organization Name and Address:	
Final Salary:		
Supervisor's name, Title & Phone #:	Other Reference name, Title & phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist
Primary duties:	Reason for Leaving	

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Starting Salary:	Organization Name and Address:	
Final Salary:		
Supervisor's name, Title & Phone #:	Other Reference name, Title & phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist
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 its 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 Macon State College to investigate, without liability, all statements contained in this application and supporting materials. 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, 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 classified employees of Macon State College serve at-will, and the employment relationship may be terminated at any time by either party, for 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 comply with College and departmental regulations. I understand that the first SIX MONTHS of regular employment represents a provisional period, during which I may be terminated without right of appeal.

APPLICANT SIGNATURE _____
App FORM

DATE _____