

APPLICATION FOR EMPLOYMENT

FURMAN UNIVERSITY

3300 POINSETT HIGHWAY
GREENVILLE, SOUTH CAROLINA 29613-6367

Furman University is an equal opportunity/affirmative action employer. Furman does not discriminate in hiring or employment on the basis of race, color, religion, national origin, sex, age, disability, or other legally protected characteristics. Applications are considered active for 30 days from the date of application.

Type Job Desired	Date of Application
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/> Shift Work	Date Available for Work

How did you learn about us?

Advertisement
 Employment Agency
 Internet
 Job Line
 Friend
 Relative
 Walk-In
 Other _____

Social Security Number	Applicant's Name (Last, First, Middle)
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Address	No. and Street or P.O. Box No.	City	State	ZIP
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Home Phone No.	Work Phone No.	Alternate Contact (Name and Telephone No.)
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Have you ever been employed by Furman University?

Yes
 No
 If yes, give date and job title

Have you ever been convicted of a crime other than minor traffic violations? (Conviction will not necessarily disqualify an applicant from employment.)

Yes
 No
 If yes, please explain

Are you legally authorized to work in the United States on a full-time or permanent basis?

Yes
 No
 Proof of citizenship or immigration status will be required upon employment.

Do you have a valid Driver's License?

Yes
 No

Are you able to perform the essential tasks of the job for which you have applied?

Yes
 No

If you are under 18 years of age, can you provide required proof of your eligibility to work?

Yes
 No

Education: Circle highest year completed

Elementary 1 2 3 4 5 6 7 8
 High School 9 10 11 12
 College 1 2 3 4 5 6 7 8

NAME OF SCHOOL	LOCATION	DEGREE Diploma, GED, Certificate	MAJOR
High			
College/Tech School			
Graduate			
Other			

Special Awards (Scholarships, Fellowships, etc.)

Describe any specialized training courses, seminars, etc.

List professional/technical credentials (Licenses, certificates, apprenticeships, etc.)

EMPLOYMENT EXPERIENCE

Name of Current/Most Recent Employer:

Employer's Address:

Telephone No.

Your Job Title:

From: Month

Year

Specific Duties:

To: Month

Year

Full Time

Part Time

Last Salary

Supervisor's Name

Reason for Leaving:

May we contact your current/most recent employer? Yes No

Name of Employer:

Employer's Address:

Telephone No.

Your Job Title:

From: Month

Year

Specific Duties:

To: Month

Year

Full Time

Part Time

Last Salary

Supervisor's Name

Reason for Leaving:

Name of Employer:

Employer's Address:

Telephone No.

Your Job Title:

From: Month

Year

Specific Duties:

To: Month

Year

Full Time

Part Time

Last Salary

Supervisor's Name

Reason for Leaving:

Name of Employer:

Employer's Address:

Telephone No.

Your Job Title:

From: Month

Year

Specific Duties:

To: Month

Year

Full Time

Part Time

Last Salary

Supervisor's Name

Reason for Leaving:

APPLICANT'S STATEMENT

The undersigned has applied for employment with Furman University and hereby authorizes Furman University to contact former employers, references, and other such sources for the purpose of verifying the information I have provided or acquiring information, which may be necessary in arriving at an employment decision. I hereby authorize my former employers to release any and all such information to Furman University.

I promise I will not bring any legal claims or actions against my current or former employers due to their responses to job reference requests. I recognize there is also a South Carolina statute which provides my employers with certain protections from such claims. I realize no one is required to give reference, so I make this commitment to encourage the free exchange of reference information.

I certify that the statements given by me on this application are true and complete to the best of my knowledge. Any misrepresentations or omissions of facts may result in my being disqualified for employment, or if hired, terminated from employment.

I understand that a review of my driver's license and criminal records may be required to ensure that I meet the job requirements of certain positions.

I understand and acknowledge that any employment with Furman University is "at will," that I have entered into my employment relationship with Furman University voluntarily, and that there is no specified length of employment in this relationship. Accordingly, either Furman University or I can terminate the relationship at will, with or without cause, at any time.

I acknowledge that I have voluntarily provided the above information for employment screening purposes and have carefully read and understood this Applicant's Statement.

Signature of Applicant

Date



FURMAN

OFFICE OF PERSONNEL
Furman University
3300 Poinsett Highway
Greenville, South Carolina 29613