

WAYCROSS COLLEGE

APPLICATION FOR CLASSIFIED EMPLOYMENT

RETURN APPLICATION TO:
Personnel Office
Waycross College
2001 South Georgia Parkway
Waycross, GA 31503

Instructions: Complete both sides of Application Form. Print Clearly. We will be glad to attach a resume', however, the application should be completed in full.

PERSONAL INFORMATION:

Position Applied For: _____ Date: _____
Full-Time () Part-Time () Student Assistant () Temporary ()

(Last Name) (First Name) (Middle Initial) (SS No.)

(Street Address) (City) (State) (Zip Code) (Phone No.)

CITIZEN OF U.S.A. YES () NO ()

May we contact your present employer? _____ Yes _____ No

Minimum Salary Requirements _____ Date Could Begin work _____

List Specialized Office Skills _____

List Skilled Trades/Crafts _____

Have you ever been convicted of a crime or are any criminal charges pending against you for violating any law? (Omit minor traffic violations) _____ Yes _____ No

EDUCATIONAL BACKGROUND:

Type of School	Name and Address	Years Attended From – To	Graduate Yes/No	Degree/ Diploma
High School	_____	_____	_____	_____
College	_____	_____	_____	_____
Vocational School	_____	_____	_____	_____
Other	_____	_____	_____	_____

*A TWO-YEAR UNIT OF THE UNIVERSITY SYSTEM OF GEORGIA
AFFIRMATIVE ACTION/EQUAL EMPLOYMENT AND EDUCATIONAL OPPORTUNITY INSTITUTION*

EMPLOYMENT REFERENCES: (Please list latest employment first)

1. Company _____ Address _____ Phone No. _____
Supervisor _____ Dates Worked _____
Position _____ Salary _____
Duties _____
Reason for Leaving _____

2. Company _____ Address _____ Phone No. _____
Supervisor _____ Dates Worked _____
Position _____ Salary _____
Duties _____
Reason for Leaving _____

3. Company _____ Address _____ Phone No. _____
Supervisor _____ Dates Worked _____
Position _____ Salary _____
Duties _____
Reason for Leaving _____

PERSONAL REFERENCES: (Other than relatives and employers)

Name	Address	Occupation	Phone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CERTIFICATION STATEMENT:

I certify that the information given on this application is true, complete, and correct to the best of my knowledge. I understand that information on this application is subject to verification and that omissions or fraudulent misrepresentation may be cause for rejection, or dismissal if I am employed.

Signature

Date

WAYCROSS COLLEGE
EEO AND AAP INFORMATION

The following information is needed to complete reports and information to the Federal Government as determined by Federal laws, rules, and regulations. This form is only available to the Personnel Department for the completion of these various reports and is not used in the determination of your qualifications and abilities.

THIS IS FOR INTERNAL INFORMATION ONLY --- CANNOT BE RELEASED, COPIED, OR OBSERVED WITHOUT DIRECT PERMISSION OF THE PRESIDENT, EEO OFFICER, OR AFFIRMATIVE ACTION OFFICER.

PLEASE RETURN FORM (separate from the application) TO: Personnel Assistant, Office of Vice President for Business Affairs, Waycross College, 2001 South Georgia Parkway, Waycross, GA, 31503.

This form completed: By Applicant () At an Interview ()

Name _____

Date _____ Position Desired _____

Gender (Circle one): Male Female

Ethnicity:

Are you Hispanic or Latino?

_____ Yes
_____ No

Race:

What is your race? (Choose one or more)

_____ White
_____ Black or African American
_____ Asian
_____ American Indian or Alaskan Native
_____ Native Hawaiian or other Pacific Islander

Resident Status: If this area does not apply to you, please circle "C."

- A. Resident Alien: Persons who are not citizens or nationals of the United States but have been lawfully admitted for permanent residence in the United States and hold a "green card" Form 1-151.
- B. Non-Resident Alien: Persons in this country on a temporary basis and who do not have the right to remain indefinitely.
- C. Not Applicable.