



APPLICATION FOR EMPLOYMENT

I. POSITION APPLIED FOR _____ **Date** _____

II. PERSONAL DATA

Name _____ E-Mail _____

Address _____
Street, City, State, Zip Code

Telephone: Home () _____ Work () _____

Cell Phone () _____

If not a US citizen, give type of visa _____ Are you 18 or older? () Yes () No

List all felony and misdemeanor convictions; do not list minor traffic violations:

Have you worked here before? () Yes () No If Yes, give date(s) and position(s) held:

List names and relationships of any of your family members who work here.

How did you learn of this position? _____

III. EDUCATION (Official transcripts required before hire)

High School _____ City/State _____
Circle highest completed: 9th 10th 11th 12th GED Diploma

Community/Jr. College _____ City/State _____

Course or Major _____ Name of Degree Completed _____
Years completed: 1 2 (circle one)

College/University _____ City/State _____

Program or Major _____ Name of Degree Completed _____
Years completed: 1 2 3 4 (circle one)

Graduate/Professional School _____ City/State _____

Program or Major _____ Name of Degree Completed _____

Graduate/Professional School _____ City/State _____

Program or Major _____ Degree Completed _____

List other courses, workshops, and educational experiences which relate to the position for which you are applying: _____

List special skills, training, equipment operated, knowledge of machinery, computers, and related information which qualify you for this position: _____

If applying for a clerical position, show approximate keying speed: _____ wpm

IV. EMPLOYMENT EXPERIENCE (List all the positions you have held in the last 20 years including military service.) **Complete all information; a resume may not be used as a substitute for completion of this application.**

Present or Last Employer _____ Supervisor _____

Employer's Address _____ Telephone () _____

Position Title _____ Starting Salary _____ Last Salary _____

Dates Worked: From _____ to _____ Full-time () Part-time ()
month/year month/year

Duties _____

Reason for Leaving _____

If currently working here, may we contact this employer for a reference? () Yes () No

Employer _____ Supervisor _____

Employer's Address _____ Telephone () _____

Position Title _____ Starting Salary _____ Last Salary _____

Dates Worked: From _____ to _____ Full-time () Part-time ()
month/year month/year

Duties _____

Reason for Leaving _____

List special skills with tools, machines, or equipment which might be useful in this position.

List certifications and licenses you have received and the dates you received them.

VI. PROFESSIONAL AND PERSONAL REFERENCES. Please provide professional and personal references on a separate sheet. Attach any publications, certifications, or other supporting documents that relate to the position for which you are applying.

VII. AGREEMENT

I CERTIFY THAT answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. This investigation will include a criminal background check and may include a credit check.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all policies and procedures of Gaston College.

Signature

Date

Social Security Number

Gaston College is an affirmative action/equal employment opportunity employer, making selections on the basis of knowledge, skills, and abilities without regard to race, color, religion, national origin, sex, age, political affiliation, belief, veteran status, or handicap.

An Affirmative Action/Equal Opportunity College

EQUAL OPPORTUNITY INFORMATION

State and Federal regulations prohibit discrimination based on race, sex, color, national origin, age, or handicap. The information requested below will in no way affect you as an applicant. Its sole use will be to see how well our recruitment efforts are reaching all segments of the population. This section will be processed separately from the application.

DATE OF BIRTH		
MONTH	DAY	YEAR

SEX	
MALE	FEMALE

ETHNIC GROUP

- 1. White (Caucasian, non-Hispanic)
- 2. Black
- 3. American Indian (including Alaskan native)
- 4. Hispanic (Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish origin regardless of race)
- 5. Asian (including Pacific Islander) .
- 6. Other/Unknown/Multiple

STATEMENT OF SELECTIVE SERVICE REGISTRATION COMPLIANCE

NOTICE TO ALL APPLICANTS:

N.C.G.S. 143B (as amended) requires certain employers, including the State and its educational institutions, to require all job applicants to either certify registration with the Selective Service or show valid exemption.

PLEASE CHECK EITHER A or B AS APPLICABLE:

- A.** I certify that I am registered with Selective Service.
- B.** I certify that I am not required to be registered with Selective Service because (check one).
 - I am a female.
 - I am in the armed services on active duty.
 - I am under the age of 18.
 - I was born before 1960.
 - I am a non-immigrant alien.

THANK YOU FOR YOUR INTEREST IN GASTON COLLEGE. GASTON COLLEGE WANTS TO FIND THE BEST QUALIFIED PEOPLE AVAILABLE TO SERVE THE INSTITUTION. ALTHOUGH EVERYONE WHO APPLIES CANNOT BE HIRED, YOUR APPLICATION WILL BE GIVEN EVERY CONSIDERATION.