



P. O. Box 10
Demorest, Georgia 30535 (706-778-3000)

Application for Employment

An Equal Opportunity Employer

Today's Date: _____ Date Available: _____ Position: _____

Faculty Staff

PERSONAL DATA

Name: (last) _____ (first) _____ (middle) _____

Email: _____ Telephone Number: _____

Present Address (Street, city, State, Zip) _____

Are you legally eligible to work in the U.S.? Yes No

How were you referred to Piedmont College? Self Newspaper Employee Other

EDUCATION RECORD

Choose highest grade completed:

Elementary/ Middle	Middle/ High School	College	Graduate
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_____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
High School/Vocational School	City, State	Did you graduate?	Course
_____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
College	City, State	Did you graduate?	Degree/Major
_____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
Graduate School/Additional Education	City, State	Did you graduate?	Degree/Major

LICENSES/CERTIFICATIONS: Do you have any relevant professional licenses or business certification? If yes, what are they and have they ever been suspended or revoked for any reason? Please state reason, if applicable. Explain any gaps in your employment history. Use additional paper, if necessary:

Provide a copy of professional licenses and certifications.

THIS DOCUMENT IS NOT A CONTRACT OF EMPLOYMENT, EMPLOYMENT WITH PIEDMONT COLLEGE IS AT WILL UNLESS THERE IS A WRITTEN CONTRACT OF EMPLOYMENT SIGNED BY BOTH PARTIES.



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EMPLOYMENT RECORD List present or most recent position first, then work back. Please include work performed on a volunteer basis as well (Continue on reverse side if necessary).

1. _____
Name of Firm or Institution

City, State	Phone #	Dates Employed	Position
_____	_____	_____	_____

Describe your duties

Reason for leaving	Supervisor	Title
_____	_____	_____

2. _____
Name of Firm or Institution

City, State	Phone #	Dates Employed	Position
_____	_____	_____	_____

Describe your duties

Reason for leaving	Supervisor	Title
_____	_____	_____

3. _____
Name of Firm or Institution

City, State	Phone #	Dates Employed	Position
_____	_____	_____	_____

Describe your duties

Reason for leaving	Supervisor	Title
_____	_____	_____

4. _____
Name of Firm or Institution

City, State	Phone #	Dates Employed	Position
_____	_____	_____	_____

Describe your duties

Reason for leaving	Supervisor	Title
_____	_____	_____

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Have you ever been convicted of a felony? Yes No

If yes, please explain:

Have you ever been warned, disciplined, or discharged for sexual harassment, fighting, assault or related offenses?

Yes No If yes, please explain:

Have you ever been disciplined by any professional or occupational licensing board or governing body? Yes No

If yes, please explain:

Have you ever been discharged or asked to resign from a job? Yes No If yes, please explain:

Please list below names, addresses, and telephone numbers of references. Do not list the names of relatives or previous employers. References may be professional, educational, or personal and should be able to respond to your capabilities of performing your job duties.

Name _____
Address _____
City _____ State _____ Zip _____
Telephone _____
Email Address _____

Name _____
Address _____
City _____ State _____ Zip _____
Telephone _____
Email Address _____

Name _____
Address _____
City _____ State _____ Zip _____
Telephone _____
Email Address _____

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1. I represent that the information contained in this application for employment is true and I understand that my misrepresentation of information on this application, any supporting documentation (resume), presented in any employment interview, or in support of my application may be grounds for denial of employment or my immediate dismissal. By submitting this application, I authorize Piedmont College to verify any information contained in this application or presented in support of this application, including verification of previous or present employment and verification of education record (attendance, graduation date, diploma, certification or degree received) and I authorize any previous or current employer or educational institution listed on this application to release such information to Piedmont College in connection with this application. Piedmont College reserves the right to run background, credit checks, and motor vehicle reports on prospective employees with their permission. I release Piedmont College from all liability that might result from making the investigation and/or background check.
2. I certify that the facts and information set forth in this application are true and complete to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of facts in this application (or on any required documents) will be cause for denial of employment or immediate termination of employment, regardless of when or how discovered.
3. I agree, if I am offered and accept a position, to conform to all existing and future Piedmont College policies, rules and regulations and I understand that Piedmont College reserves the right to change wages, hours and working conditions, and policies as deemed necessary. IF HIRED, I UNDERSTAND THAT STAFF EMPLOYMENT WITH PIEDMONT COLLEGE IS AT WILL.
4. I understand that any employment offer is contingent upon my providing, within three (3) working days of employment, valid proof of identity and eligibility to work in order to comply with the Immigration Reform and Control Act of 1986.
5. I have read and reviewed the information provided in this application and the above statements. By signing this application for employment, I certify that I understand all parts of it and have answered all questions completely and fully.

Signature of Applicant

Date

Piedmont College does not illegally discriminate on the basis of race, color, national or ethnic origin, sex, disability, age, religion, genetic information, veteran or military status, or any other basis on which the College is prohibited from discrimination under local, state, or federal law, in its employment or in the provision of its services, including but not limited to its programs and activities, admissions, educational policies, scholarship and loan programs, and athletic and other College-administered programs. All members of the Student body, Faculty, and Staff are expected to assist in making this policy valid in fact.

The following person has been designated to handle inquiries or complaints regarding the disability nondiscrimination policy, including compliance with Section 504 of the Rehabilitation Act of 1973 and Title IX of the Education Amendments of 1972:

Ann Sutton, Assistant to The Vice President for Administration & Finance, Daniel Hall, 202 706-778-8500 extension 1457.

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