

CLAFLIN UNIVERSITY



400 Magnolia Street
Orangeburg, South Carolina 29115
803-535-5635

APPLICATION FOR EMPLOYMENT

“Clafin University is an Equal Opportunity Employer”

DATE OF APPLICATION:
POSITION TITLE:
Please check all applicable options:
Full-time _____
Part-time _____
Temporary Date available: _____

Name: _____ Social Security Number: _____

Mailing Address: _____ Phone: _____
(Include Area Code)
_____ Alternate Phone: _____
(Include Area Code)

E-Mail Address: _____

To aid in our verification, list any other names used while employed, e.g. maiden name, legal name changes, etc: _____

Previous Clafin Employee? ___Yes ___No If yes, please give dates and department:

Relatives working for Clafin: ___Yes ___No If yes, please give name, department and relationship:

How did you learn of this position?
___Newspaper ___Personal Referral ___In House Posting ___Clafin Employee
___Internet ___Other

Please specify source: _____

* Please attach resume and transcripts (if applicable) with this application

MILITARY SERVICE RECORD

Have you ever served in the armed forces? ____Yes____No If yes, what branch?_____

Dates of duty: From_____ To _____

Rank at discharge _____

What were your duties in the service (include special training and duty station)? _____

EDUCATIONAL BACKGROUND

Type of School	Name and Address	Years Attended	Graduated	Major
High School				
College				
Graduate				
Post Graduate				
Business or Trade				
Other				

Honors:

Activities:

SKILLS: List any skills, training, special license or other qualifications that you feel are applicable to the position

for which you have applied, e.g. word processing or computer-related skills, typing, dictation, etc.:

EMPLOYMENT HISTORY

Employer	Telephone with area code	
Address	Salary	
Job Title and Duties	Employed (month and year) FROM TO	
Name of Supervisor	Reason for leaving:	
May we contact: Yes _____ No _____		

Employer	Telephone with area code	
Address	Salary	
Job Title and Duties	Employed (month and year) FROM TO	
Name of Supervisor	Reason for leaving:	
May we contact: Yes _____ No _____		

Employer	Telephone with area code	
Address	Salary	
Job Title and Duties	Employed (month and year) FROM TO	
Name of Supervisor	Reason for leaving:	
May we contact: Yes _____ No _____		

If necessary, please attach a supplemental page for listing additional employment history.

DISCLOSURE STATEMENT

Claflin University requires the following information be obtained from each applicant for employment at the University. Any applicant who does not provide the following information will not be considered for employment.

1. Have you ever been convicted of a criminal offense or do you have criminal charges pending against you?

Yes _____ No _____

2. Have you ever been dismissed from employment for cause?

Yes _____ No _____

If the answer is yes to either question, please give appropriate details.

Information provided on this document does not necessarily disqualify an applicant from employment at Claflin University.

PERSONAL REFERENCES (Excluding former employees or relatives)

Name: _____ Phone w/area code _____

Address:

Title/Position:

Name: _____ Phone w/areacode _____

Address:

Title/Position:

Name: _____ Phone w/area code _____

Address:

Title/Position:

Name; _____ Phone w/area code _____

Address:

Title/Position:

**PLEASE READ CAREFULLY
APPLICANT'S CERTIFICATION AND AGREEMENT**

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge.

I understand that if employed, falsified statements on this application shall be considered sufficient cause for dismissal. All the information you give will be considered in reviewing your application and is subject to investigation.

Signature of Applicant _____ Date _____

Signed: _____

DO NOT WRITE BELOW THIS

LINE _____

INTERVIEW _____ **Yes** _____ **No** _____ **Date** _____ **Time** _____

Result of Interview

—

Acceptable for Employment? _____ **Starting Rate**

Starting Date _____ **Position**

Interviewed by:

1. _____ 2. _____

3. _____ 4. _____
