

**APPLICATION
FOR EMPLOYMENT**

SOUTHEASTERN UNIVERSITY

____/____/____
Date of Application

Southeastern University does not discriminate on the basis of race, color, sex (in compliance with Title IX of the Educational Amendments of 1972), national and ethnic origin, or handicap (in compliance with Section 504 of the 1973 Rehabilitation Act), with regards to the admission and employment policies, the educational, financial aid, athletic or other programs and privileges to students at the University.

AVAILABILITY

Position Applying for _____	Date Available to Start _____	Salary Desired _____
Desired Schedule: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary	Will you work overtime if asked? <input type="checkbox"/> Yes <input type="checkbox"/> No	Hours available each day: M_____ T_____ W_____ Th_____ F_____ S_____ Su_____

PERSONAL INFORMATION

Last Name _____	First Name _____	Middle Initial _____	E-mail Address _____
Present Street Address _____	City _____	State _____	Zip _____ Years at Present Add. _____
Previous Street Address _____	City _____	State _____	Zip _____ Years at Previous Add. _____
Bus. Phone () _____	Home Phone () _____	Cell Phone () _____	Social Security Number _____
Are you over 18? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, can you provide proof of a right to remain and work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No			

EMPLOYMENT HISTORY

List employment, starting with your most recent position. Account for any time during this period in which you were unemployed by stating the nature of your activities. If you have no prior employment history, include personal references to be contacted.

May we contact your present employer? Yes No

Employer _____	Dates		Position/Title _____
	From _____	To _____	
Address _____			Duties Performed _____
City _____	State _____	Zip _____ Telephone () _____	
Supervisor _____	Hourly Rate/Salary		
	Starting _____	Final _____	
Reason for Leaving _____			
Employer _____	Dates		Position/Title _____
	From _____	To _____	
Address _____			Duties Performed _____
City _____	State _____	Zip _____ Telephone () _____	
Supervisor _____	Hourly Rate/Salary		
	Starting _____	Final _____	
Reason for Leaving _____			
Employer _____	Dates		Position/Title _____
	From _____	To _____	
Address _____			Duties Performed _____
City _____	State _____	Zip _____ Telephone () _____	
Supervisor _____	Hourly Rate/Salary		
	Starting _____	Final _____	
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Employer _____	Dates		Position/Title _____
	From _____	To _____	
Address _____			Duties Performed _____
City _____	State _____	Zip _____ Telephone () _____	
Supervisor _____	Hourly Rate/Salary		
	Starting _____	Final _____	
Reason for Leaving _____			

EDUCATION

Type of School	Name and Location of School	Degree/Area of Study	Number of Years Completed	Graduated? (check one)
High School	Name _____			<input type="checkbox"/> Yes <input type="checkbox"/> No GPA _____
	City _____ State _____			
College	Name _____			<input type="checkbox"/> Yes <input type="checkbox"/> No GPA _____
	City _____ State _____			
Other	Name _____			<input type="checkbox"/> Yes <input type="checkbox"/> No GPA _____
	City _____ State _____			

SPECIAL SKILLS

Typing
 Microsoft Excel
 Microsoft Word
 10 Key (by touch)
 Applicable Skills or Equipment Operated: _____
 _____ wpm _____ keystrokes

ACADEMIC, PROFESSIONAL and CIVIC ACTIVITIES and ACHIEVEMENTS

PERSONAL STATEMENT OF FAITH

MISCELLANEOUS

Is there any additional information involving a change of your name or assumed name that will permit us to check your work record? If yes, please explain.

Have you ever been employed by Southeastern University or The Assemblies of God? <input type="checkbox"/> Yes <input type="checkbox"/> No	Dates Employed	Which Division?	Supervisor	Position
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List names of friends or relatives now employed by Southeastern University or by The Assemblies of God.

Have you ever been convicted of a crime? Yes No (conviction of a crime does not automatically disqualify an applicant from consideration)
 If yes, please explain:

PERSON TO CONTACT IN CASE OF EMERGENCY

This information is to facilitate contact in the case of an emergency and is not used in the selection process.

Full Name	Address	Phone	Relationship to you?
Place of Employment	Address	Phone	

I hereby affirm that the information given by me on this application is complete and accurate. I understand that any falsification will be immediate grounds for dismissal. I authorize a thorough investigation to be made in connection with this application concerning my character, general reputation, personal characteristics, employment, education background, and criminal record, whichever may be applicable. I understand that this investigation may include interviews with third parties such as family members, business associates, financial sources, friends, neighbors, and others with whom I am acquainted.

It is my understanding that as a prerequisite to consideration for employment, I must agree to submit to any post-employment examinations, physical or other, as the University may lawfully require. The University will pay the reasonable cost of any such examination which may be required.

I understand and agree that any falsification or omission either on this form or in my response to questions asked during any interview or other examination process is grounds for immediate termination of my employment no matter when the falsification or omission is discovered.

If I am hired, I agree that my employment and compensation can be terminated with or without cause and without notice at any time, at the option of Southeastern University or myself. I understand that no representative of Southeastern University other than the President or a Vice President has the authority to enter into any agreement for any specific period of time or to make any agreement contrary to the foregoing.

I have read and affirm as my own the above statement.

Signature _____ Date _____