

application for employment

Applicant's name _____

MAIN AREA OF INTEREST

- | | |
|---|---|
| <input type="checkbox"/> Agrisystems productivity and profitability | <input type="checkbox"/> Environmental conservation |
| <input type="checkbox"/> Youth Development and families | <input type="checkbox"/> Food safety and nutrition |
| <input type="checkbox"/> Economics and community development | |

Position(s) applied for _____

Position or Requisition No. _____

How did you learn about the Cooperative Extension Service?

- | | | |
|--|-----------------------------------|--------------------------------------|
| <input type="checkbox"/> Advertisement | <input type="checkbox"/> Friend | <input type="checkbox"/> Internet |
| <input type="checkbox"/> Employee Referred | <input type="checkbox"/> Relative | <input type="checkbox"/> Other _____ |

The Clemson University Cooperative Extension Service offers its programs to people of all ages, regardless of race, color, sex, religion, national origin, disability, political beliefs, sexual orientation, marital or family status and is an equal opportunity employer.

personal

Complete all pages fully and accurately.

Name _____
Last First Middle
Present Mailing Address _____
City _____ State _____
() () e-Mail Address
Home Phone Business Phone Social Security Number

Are you prevented from lawfully becoming employed in this country because of VISA or immigration status?
(Proof of citizenship or immigration status will be required upon employment) _____Yes _____No

If you have previously applied to Extension for employment, give the approximate date. _____

If you have previously been employed by us, give dates. _____

Name under which you completed your academic record, are known to references, or applied for employment, if different from above. _____

Do you have a valid drivers license and access to a car for regular business use? _____Yes _____No
If yes, give number _____, state _____, expiration date _____

When will you be available for employment (check one of the following)

Now Beginning _____ Upon _____ weeks notice to my present employer

What type of employment are you seeking? (check only those types you will accept)

Permanent Full-time interim (one year or less) Part Time Summer

Have you been convicted of any crime other than a minor traffic violation? _____Yes _____ No
(conviction will not necessarily disqualify an applicant from employment)

If yes, give date _____ Place _____

Charge _____ Disposition _____

Do you have any relatives employed by the Clemson University Cooperative Extension Service? _____Yes _____ No

If yes, please list relative's name and relationship to you. _____

Why would you like to work with the Extension Service?

education

Please arrange to have transcripts of all college course work sent to:
PSA Business Services Office
 107 Barre Hall
 Clemson University
 Clemson, South Carolina 29634-0120

EDUCATIONAL BACKGROUND (Complete those that apply)

Schools	From	To	Degree Earned
Undergraduate			
Graduate			

B.S. When did you complete or expect to complete your undergraduate degree? _____

Major field of study _____

Minor fields or concentrations _____

Overall undergraduate grade-point average (on A=4.00) _____ GPA in major _____

Are you currently enrolled in a graduate program? _____ School _____

Number of credits earned since last degree _____ Expected completion date _____

M.S. Major field of study _____

Minor field _____

Thesis topic _____

Ph.D.: Major field of study _____

Minor field _____

Thesis topic _____

Describe relevant education or training which is not included above, including languages spoken

Evidences of educational achievement (honors, honor societies, scholarships, recognitions)

List any professional organizations, honors, etc.

employment

Please be specific. Start with your present position. Indicate any changes in job title under the same employer as a separate position. Include military service. Attach additional sheets if necessary, using the same format.

Present or most recent employer	Your title
Name and address of supervisor (reference)	Months actually employed in each category: <input type="checkbox"/> Part time No. of months ____ <input type="checkbox"/> Full time No. of months ____ <input type="checkbox"/> Academic yr. No. of months ____
Telephone No.	From (month & year) To (month & year)
Your duties	Monthly salary (divide academic year salary by months worked) Beginning \$ Ending \$
	Reason for leaving or considering leaving
Employer	Your title
Name and address of supervisor (reference)	Months actually employed in each category: <input type="checkbox"/> Part time No. of months ____ <input type="checkbox"/> Full time No. of months ____ <input type="checkbox"/> Academic yr. No. of months ____
Telephone No.	From (month & year) To (month & year)
Your duties	Monthly salary (divide academic year salary by months worked) Beginning \$ Ending \$
	Reason for leaving
Employer	Your title
Name and address of supervisor (reference)	Months actually employed in each category: <input type="checkbox"/> Part time No. of months ____ <input type="checkbox"/> Full time No. of months ____ <input type="checkbox"/> Academic yr. No. of months ____
Telephone No.	From (month & year) To (month & year)
Your duties	Monthly salary (divide academic year salary by months worked) Beginning \$ Ending \$
	Reason for leaving
Employer	Your title
Name and address of supervisor (reference)	Months actually employed in each category: <input type="checkbox"/> Part time No. of months ____ <input type="checkbox"/> Full time No. of months ____ <input type="checkbox"/> Academic yr. No. of months ____
Telephone No.	From (month & year) To (month & year)
Your duties	Monthly salary (divide academic year salary by months worked) Beginning \$ Ending \$
	Reason for leaving

references

List three persons, other than relatives or personal friends, who have knowledge of your work experience and/or education. If you are a recent college graduate, please include two faculty members who know you well. These are necessary even though references may be included in your college credentials.

Name _____ Title _____

Address _____

street

City

state

Zip code

telephone

Name _____ Title _____

Address _____

street

City

state

Zip code

telephone

Name _____ Title _____

Address _____

street

City

state

Zip code

telephone

additional information

Interests, hobbies, and avocational pursuits

Leadership experiences (as a student, in the community, in organizations, in your profession, or in employment)

Interest in Extension (summarize why you are considering an appointment with Extension and how you perceive your goal and abilities blending with the functions or goals of Extension)

THE INFORMATION THAT YOU SUPPLY IN THIS SECTION IS REQUESTED FOR STATE AND FEDERAL REPORTING REQUIREMENTS.

The Clemson University Cooperative Extension Service does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, or status as a disabled veteran or veteran of the Vietnam era. The Cooperative Extension Service takes affirmative action to employ and advance in employment all qualified persons without regard to the above. This information is requested for reporting requirements!

Check One: Male Female Date of Birth _____

Race: 1 White 2 Black 3 Hispanic 4 Asian or Pacific Islander
5 American Indian or Alaskan Native 6 Other

Check if any of the following are applicable:
 Vietnam Era Veteran Veteran

Under state regulations, Clemson is required to determine if you have defaulted on any of the following types of student loans- a National Direct Student Loan, a National Defense Student Loan, a Nursing Student Loan, a Health Professions Student Loan, a Law Enforcement Loan, or a Guaranteed (Federally-Insured) Student Loan.

No Yes If yes, give details of repayment arrangements.

IMPORTANT - APPLICANT'S CERTIFICATION

I affirm, agree, and/or understand that all statements on this form are true and accurate; any misrepresentation of material facts herein may cause me to be disqualified for employment or to be discharged should I already be employed by Clemson University; my background may be investigated; I authorize you to communicate with all my former employers, school officials, and persons named as references. I hereby release all employers, schools, and individuals from any liability for any damage whatsoever resulting from giving such information.

Applicant's Signature

Date

Return to:
PSA Business Services Office
107 Barre Hall
Clemson University
Clemson, South Carolina 29634-0120

Applicant Information (Please print or type)

All the names you use or have used

Last	First	Middle	Maiden

Social Security #	Date of Birth	Gender	Race

Physical Addresses: Present and Former Physical Addresses (where you have resided for 2 consecutive years) (No P.O. Boxes)

Address	City /State	Zip	Dates: From	To

Have you ever been convicted of any unlawful offense, other than a minor traffic violation? No Yes (A criminal conviction does not disqualify an applicant for employment consideration. Making untrue statements or otherwise failing to report criminal conviction will disqualify an applicant for consideration of that or any position at the University for a period of 12 months or longer for falsification of an application.)

If yes, list the date of all conviction(s) and crime(s) for which you were convicted regardless of how minor or how long ago it may have been. NOTICE: We conduct criminal conviction checks. Attach additional page if needed.

Date	Location (county/state)	Crime

Are you in default on any of the following types of student loans: National Direct Student Loan, National Defense Student Loan, Nursing Student Loan, Health Professions Student Loan, Law Enforcement Loan, or Guaranteed (Federally-Insured) Student Loan?
 Yes No
If yes, attach copy of repayment arrangements agreed upon by creditor.

I hereby authorize Clemson University Office of Human Resources and/or its agents to make an independent investigation of my background, references, employment, education, credit history, and criminal or police records including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my Application or Resume and/or obtaining other information which may provide evidence to my qualifications or suitability for employment, promotion, transfer/reassignment or retention as an employee. I release Clemson University and/or its agents and any person or entity, which provides information pursuant to this authorization,

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from any and all liabilities, claims or law suits in regards to the information obtained from any and all of the above referenced sources.

I understand that I will be given the opportunity to respond to any incorrect information provided by the company conducting the investigation. **In addition, I understand that it is the obligation of the employer to notify me if information contained in the consumer credit report is being used to deny me employment.**

I hereby certify that all information I have provided on this form, employment application, resume and/or other submissions is true and complete to the best of my knowledge and belief. I understand that by admitting to a conviction for any unlawful offense, I will not be automatically disqualified from consideration for employment. I understand that false or misleading information or documentation, or an omission or failure to include all relevant information, may result in rejection of my application, action up to and including termination if hired, and/or criminal prosecution. If hired, I understand the university may terminate me if false or misleading information is given in order to meet the requirements for the position involved.

SIGNATURE _____ DATE _____

TO BE COMPLETED BY REQUESTING DEPARTMENT:

NAME	DEPARTMENT NAME	EMAIL ADDRESS	PHONE
<p>Applicant's Education Level: <input type="checkbox"/> High School <input type="checkbox"/> Some College or College Grad.</p> <p>Employee Status: <input type="checkbox"/> permanent <input type="checkbox"/> temporary <input type="checkbox"/> student</p> <p>FUNDING SOURCE (CIRCLE ONE): E&G OR OTHER</p> <p>Please list account number: _____</p>			
DEPARTMENT/POSITION NUMBER: _____ / _____ REQUISITION #: _____			

HR BACKGROUND INVESTIGATOR VERIFICATION:

DATE CRIMINAL CONVICTION CHECK PERFORMED: _____	NO ADDITIONAL CRIMINAL CONVICTION(S) FOUND: _____	ADDITIONAL CRIMINAL CONVICTION(S) FOUND: _____
DATE CRIMINAL CONVICTION CHECK REQUESTED: _____	DATE DEPARTMENT NOTIFIED WITH RESULTS: _____	
NOTIFIED BY: EMAIL OR PHONE		
DEFAULT ON ANY TYPE OF STUDENT LOAN: _____ YES _____ NO		