



Employment Application

Office of Human Resources
 Benedict College
 1600 Harden Street
 Columbia, SC 29204
 Telephone: (803) 705-4808
 www.benedict.edu

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. **Mail or hand deliver (no faxes, please).**

(PLEASE PRINT)

Position(s) Applied For			Date of Application		
How Did You Learn About Us?					
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-In			
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____			
Last Name		First Name		Middle Name	
Address	Number	Street	City	State	Zip Code
Telephone Number(s)			Social Security		

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? Yes No
 If Yes, give date _____

Have you ever been employed with us before? Yes No
 If Yes, give date _____

Are you currently employed? Yes No
 May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No
(Proof of citizenship or immigration status will be required upon employment)

On what date would you be available for work? _____

Are you available to work: Full Time Part Time Shift Work Temporary

Are you currently on "lay-off status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

Have you ever been convicted of a felony? Yes No
(Conviction will not necessary disqualify an applicant from employment)

If yes, please explain _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Education

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Indicate any foreign languages you can speak, read and/or write			
	Fluent	Good	Fair
Speak			
Read			
Write			

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Describe any job-related training received in the United States Military.

Employment Experience

Start with your present or last job. Include any Job-related military service, assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1.	Employer	Dates Employed	Work Performed
	Address	From To	
	Telephone Number(s)	Hourly Rate/Salary	
	Job Title Supervisor	From To	
	Reason for Leaving		
2.	Employer	Dates Employed	Work Performed
	Address	From To	
	Telephone Number(s)	Hourly Rate/Salary	
	Job Title Supervisor	From To	
	Reason for Leaving		
3.	Employer	Dates Employed	Work Performed
	Address	From To	
	Telephone Number(s)	Hourly Rate/Salary	
	Job Title Supervisor	From To	
	Reason for Leaving		
4.	Employer	Dates Employed	Work Performed
	Address	From To	
	Telephone Number(s)	Hourly Rate/Salary	
	Job Title Supervisor	From To	
	Reason for Leaving		

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

Additional Information

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience

Specialized Skills

Check Skills/Equipment Operated

<input type="checkbox"/> PC	<input type="checkbox"/> MS Office Suite	Production/Mobile Machinery (List)	Other (list):
<input type="checkbox"/> Calculator	<input type="checkbox"/> HRIS	_____	_____
<input type="checkbox"/> Typewriter	<input type="checkbox"/> Jenzabar	_____	_____
<input type="checkbox"/> Fax	<input type="checkbox"/> Copier	_____	_____
		_____	_____

Specialized Skills Check Skills/Equipment Operated Production/Mobile

Note to applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached.

YES NO

References

1. _____ (Name)	() _____	Phone # _____

2. _____ (Name)	() _____	Phone # _____

3. _____ (Name)	() _____	Phone # _____

Applicant's Statement

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 application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be change by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interviews may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

I further certify that I have not been convicted of, or has pled *nolo contendere* or guilty to, a crime involving the acquisition, use, or expenditure of Federal, State, or local government funds, or has been administratively or judicially determined to have committed fraud or any other material violation of law involving Federal, State, or Local government funds.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No

Remarks _____

INTERVIEWER DATE

EMPLOYED Yes No

Date of Employment _____

Hourly Rate _____

Salary _____ Department _____

Job Title _____

By _____

Name and title

Date

NOTES _____

