

## Benedict College 1600 Harden Street Columbia, South Carolina

#### FACULTY AND PROFESSIONAL EMPLOYMENT APPLICATION

This application must be completed in its entirety and a resume submitted in order for you to be considered for a position at Benedict College. Official college transcripts will be required prior to final selection for each full-time and part-time faculty position and designated professional position. Evidence of meeting the minimum qualifications must be clearly stated on this application in order for you to be considered for employment with the College. Only applications received prior to the position's initial screening date are ensured of being given consideration. Information contained in a resume or other attachment will not be accepted in lieu of your completing the application.

PLEASE PRINT OR TYPE					DATE	://
Name:			(Fir		0.6.11	
(Las	(Last)			st)	(Middl	e)
Address:						
Address:(Street)		(City)		(State	e)	(Zip)
Home Phone:		Busine	ss Phone:		SS#	/ /
Position Applying for:				Full-	time Pa	rt-time
Referral Source S				_	<b>—</b>	
Are you a current Benedict Employee? Yes No						
EDUCATION/TRAINING						
Name and Location of School	Attendar Fr Mo Yr N	rce Gr To Yes	aduated No	Diploma Degree/ Certif.	Degree Mjr or Major Subject	Sem. Hours
College/University						
College/University						
College/University						
Business/Vocational/ Other						

# EMPLOYMENT HISTORY

Please list your employers completely and accurately, beginning with <u>most recent</u>. If you wish for additional employment information to be considered, please identify such information on attached sheet.

1. Name of Employer		Telephone	Name & Title of Supervisor		
Address (Include City, State & Zip)					
Employed From To Mo/Yr. Mo/Yr.	Full-time Part-time	Initial Pos. Title	Final Pos. Title		
1410/11.	Hours/week				
Describe Responsibilities			Present employer may be		
			contacted at this time.  Yes No		
2. Name of Employer		Telephone	Name & Title of Supervisor		
Address (Include City, State	& Zip)				
Employed From To Mo/Yr. Mo/Yr.	Full-time Part-time	Initial Pos. Title	Final Pos. Title		
110/11.	Hours/week				
Describe Responsibilities		L	Employer may be		
			contacted at this time.  Yes No		
3. Name of Employer		Telephone	Name & Title of Supervisor		
Address (Include City, State	& Zip)				
Employed From To Mo/Yr. Mo/Yr.	Full-time	Initial Pos. Title	Final Pos. Title		
WIO/ 11. WIO/ 11.	Part-time Hours/week				
Describe Responsibilities			Employer may be		
			contacted at this time.  Yes No		
4. Name of Employer		Telephone	Name & Title of Supervisor		
Address (Include City, State	& Zip)				
Employed From To Mo/Yr. Mo/Yr.	Full-time Part-time	Initial Pos. Title	Final Pos. Title		
IVIO/ 11. IVIO/ 11.	Hours/week				
Describe Responsibilities		L	Employer may be		
			contacted at this time.  Yes No		

List the area(s) in which your graduate courses total 18 o	r more semester credit hours:
1	Semester Hours
2.	Semester Hours
List courses you have taught on the college level:	
Have you ever been found in violation of a College or U	niversity Code of Ethics or any other ethical standard?
Yes No	
Has there ever been a finding against you of any employs	ment related sexual harassment? Yes No
Have you been convicted of a criminal offense within th Yes to any of these questions, explain in detail.	

An affirmative answer to any of the above questions will not necessarily disqualify you from being considered for employment.

I hereby certify that all statements made in this application are true, and I agree and understand that any misstatements of material facts herein may cause forfeiture on my part of all rights to any employment. I authorize Benedict College to obtain a reference/background check as needed. I agree to a physical examination if required as a condition of employment.

I further certify that I have not been convicted of, or has pled <u>nolo contendere</u> 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.

### **VOLUNTARY SURVEY**

Government agencies at times require periodic reports on the sex, ethnicity, handicapped, veteran and other protected status of applicants. This data is for analysis and possible affirmative action only.

# SUBMISSION OF INFORMATION IS VOLUNTARY

Check one:				
Male Female Acce/Ethnic Group: Caucasian African-American Alaskan Native Asian Pacific Islander If applicable: Vietnam Era Veteran Disabled Vet	<del></del>			
Signature of Applicant:	Date:			
AUTHORIZATION TO RELEASE EMPLOYMENT INFORMATION  Authorization is hereby given to investigate my records with employers, school, activities, police and FBI records and hereby release all sources from all liability.				
Signature of Applicant:	Date:			

Return to: human.resources@benedict.edu, Benedict College, 1600 Harden St., Columbia, SC 29204