

AUBURN UNIVERSITY APPLICANT DATA FORM



Auburn University is an Equal Opportunity/Affirmative Action Employer. It is our policy to provide equal employment opportunities, including provisions for training for individual advancement, for all individuals without regard to race, sex, age, religion, color, national origin, disability, or veteran status.

PRINT OR TYPE IN BLACK INK

LAST	FIRST	MIDDLE	SOCIAL SECURITY #	DAYTIME PHONE	TYPE OF EMPLOYMENT DESIRED: (May Check More Than One)
NAME					<input type="checkbox"/> Regular <input type="checkbox"/> Full-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Part-Time (less than 40 hours)
PRESENT ADDRESS	STREET	CITY	STATE	ZIP CODE	TYPE OF POSITION DESIRED: (May Check More Than One)
OTHER NAMES PREVIOUSLY USED UNDER WHICH RECORDS MAY BE LOCATED			DATE AVAILABLE	MINIMUM SALARY REQUIRED	<input type="checkbox"/> Administrative <input type="checkbox"/> Clerical <input type="checkbox"/> Crafts/Trades <input type="checkbox"/> Professional <input type="checkbox"/> Technical <input type="checkbox"/> Service/Maintenance

EDUCATION		NAME OF SCHOOL	CIRCLE YEAR COMPLETED	MAJOR	GRADUATE YES/NO	DEGREE OBTAINED
HIGH SCHOOL			8 9 10 11 12 GED			
COLLEGE			FR. SO. JR. SR.			
GRAD. OR VOC. SCHOOL						
GRAD. OR VOC. SCHOOL						

EMPLOYMENT HISTORY START WITH MOST RECENT. YOU MAY ATTACH AN ADDITIONAL SHEET OR RESUME IF YOU PREFER. HOWEVER, IT WILL NOT SUBSTITUTE FOR COMPLETION OF THIS SECTION.

EMPLOYMENT DATES		HOURS PER WEEK	NAME OF ORGANIZATION	ORGANIZATION ADDRESS	POSITION HELD	IMMEDIATE SUPERVISOR	SALARY	REASON FOR LEAVING
FROM (MO/YR)	TO (MO/YR)							

BRIEFLY DESCRIBE MAJOR DUTIES OF POSITIONS PREVIOUSLY HELD AND FURTHER DETAILS OF QUALIFICATIONS:

OTHER INFORMATION AND SKILLS		<input type="checkbox"/> TYPING _____ WPM	<input type="checkbox"/> COMPUTER Types: _____
LICENSES	<input type="checkbox"/> MEDICAL TERMINOLOGY	<input type="checkbox"/> SHORTHAND _____ WPM	<input type="checkbox"/> OTHER OFFICE EQUIPMENT: _____
CERTIFICATIONS	<input type="checkbox"/> MULTI-LINE TELEPHONE	<input type="checkbox"/> DICTAPHONE	_____
DRIVER'S LICENSE NUMBER AND STATE	<input type="checkbox"/> WORD PROCESSING SOFTWARE: _____		<input type="checkbox"/> LABOR SHOP EQUIPMENT: _____
<input type="checkbox"/> COMPUTER PROGRAMMING LANGUAGES: _____		<input type="checkbox"/> LABORATORY EQUIPMENT: _____	

OTHER

HAVE YOU EVER BEEN CONVICTED OF A CRIME (FELONY OR MISDEMEANOR INCLUDING DUI) OTHER THAN ROUTINE TRAFFIC CITATIONS? YES NO
 IF YES, GIVE DETAILS. (NOTE: A CRIMINAL RECORD IS NOT NECESSARILY A BAR TO EMPLOYMENT. EACH APPLICANT IS CONSIDERED ON AN INDIVIDUAL BASIS):

NAMES OF RELATIVES EMPLOYED BY THE UNIVERSITY:	RELATIONSHIP:	DEPARTMENT:
HAVE YOU EVER BEEN DISCHARGED OR FORCED TO RESIGN FROM EMPLOYMENT? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, GIVE NAME OF EMPLOYER(S) AND REASON (S):		

