



# APPLICATION FORM

PRINT OR TYPE IN BLACK INK

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

LAST			FIRST			MIDDLE			SOCIAL SECURITY #			DAYTIME PHONE			TEMPORARY EMPLOYMENT: (May Check More Than One)						
NAME															FULL TIME <input type="checkbox"/>			PART-TIME 7 A.M. - 3 P.M. <input type="checkbox"/>			
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"/> Clerical <input type="checkbox"/> Technical			<input type="checkbox"/> Professional <input type="checkbox"/> Service/Maintenance			
<b>EDUCATION</b>																					
HIGH SCHOOL						NAME OF SCHOOL						CIRCLE YEAR COMPLETED			MAJOR			GRADUATE YES/NO		DEGREE OBTAINED	
												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:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>OTHER INFORMATION AND SKILLS</b>				<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	<input type="checkbox"/> DATA ENTRY		
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?  YES  NO IF YES, GIVE NAME OF EMPLOYER(S) AND REASON (S):

\_\_\_\_\_

\_\_\_\_\_

