

WINTHROP UNIVERSITY

Rock Hill, South Carolina 29733

Application Form for Faculty and Other Unclassified Positions

Position applied for _____

Name _____

(Last)

(First)

(Middle)

Please indicate any other name(s) under which your educational or employment records may be filed: _____

Present Address _____

(Street)

(City)

(State)

(Zip)

Home Phone _____ Other # where you may be reached during the day _____

Have you ever been convicted of a crime other than a minor traffic violation? (D.U.I./D.W.I must be listed) Yes No

If "yes", state when, where and the nature of each offense. _____

Collegiate and Professional Study and Degrees Earned

| Institution | Degree | Major Field of Study | Date Study Began | Date Degree Awarded |
|-------------|--------|----------------------|------------------|---------------------|
| | | | | |
| | | | | |
| | | | | |

Area of Specialization _____

Are you legally authorized to work in the United States? Yes No

Are you currently employed with another South Carolina State agency or university? Yes No

If yes, list name of agency or university _____

Have you been employed by Winthrop in the past? Yes No

If yes, give dates. From _____ To _____

Do you have any relatives currently employed at Winthrop University? Yes No If yes, list employee's name, department, and relation to you. _____

South Carolina State Law (59-111-50) prohibits employment with the State to people who have defaulted on certain student loans, unless they can prove that satisfactory arrangements have been made for repayment. Winthrop University does verify loan status before an offer of employment is made.

Certification of Applicant

By my signature, I affirm, agree and/or understand that all statements on this form are true and accurate and that any misrepresentation, falsification or material omission of information or data on this application may result in exclusion from further consideration or, if hired, termination of employment.

Applicant's Signature

Date

Authority to Release Information

By my signature, I consent to the release of any and all information about me to duly authorized officers, agents and/or employees of the State of South Carolina which may include but not be limited to information concerning my past and present work (including, without limitation, discussions with supervisors and others, my official personnel files, attendance records and evaluations), educational records including transcripts, military service, law enforcement records and/or any personnel or other record or reference deemed necessary, and to make inquiries of third parties such as credit bureaus. I understand that the release of information may require use of my social security number. I further release Winthrop University, present and former employers, law enforcement organizations and all third parties from any and all claims of whatever nature that I may have as a result of any inquiry or response given to such inquiries made in connection with my application for employment.

Applicant's Signature

Date

Winthrop University is an Equal Opportunity Employer.

WINTHROP UNIVERSITY

Applicant Data Record

Applicants are considered for employment without regard to race, color, religion, sex, national origin, age (40+), protected disability, veteran status or any other characteristic protected under applicable federal, state or local law.

This form will be removed from the application materials prior to being reviewed by the hiring officer or members of the search committee. Completion of this form is voluntary for applicants and the information provided will not be used in evaluating qualifications for employment. **This form must be completed by final candidates** as it contains personal information required to conduct the employment background check. Additionally, the requested information is used for state and federal reporting and internal human resources research.

Position applied for

Social Security Number

Name (Last) (First) (Middle)

Date of Birth ____ / ____ / ____

1. Do you consider yourself to be Hispanic or Latino? (Check only one)

- Yes, I am Hispanic or Latino
 No, I am not Hispanic or Latino

2. Select one or more of the following racial categories to describe yourself:

- American Indian / Alaska Native
 Asian
 Black / African American
 Native Hawaiian / Other Pacific Islander
 White

Gender Identity (check one): Male Female

⇒ How did you learn about this employment opportunity? (check the one most applicable):

- | | |
|--|---|
| <input type="checkbox"/> (01) Winthrop JobLine | <input type="checkbox"/> (08) Applied on my own |
| <input type="checkbox"/> (02) Job Vacancy Notice | <input type="checkbox"/> (09) Encouraged by a current Winthrop employee Employee's name _____ |
| <input type="checkbox"/> (03) Newspaper Advertisement | <input type="checkbox"/> (10) Encouraged by another person Name _____ |
| <input type="checkbox"/> (04) Advertisement in a professional journal or other publication | <input type="checkbox"/> (11) Website/Internet _____Winthrop University (www.winthrop.edu/hr) |
| <input type="checkbox"/> (05) Referred by the South Carolina Employment Security Commission | <input type="checkbox"/> (12) Other (please list) _____ |
| <input type="checkbox"/> (06) Referred by Vocational Rehabilitation | |
| <input type="checkbox"/> (07) South Carolina State Career Center | |

EQUAL EMPLOYMENT OPPORTUNITY POLICY

Winthrop University recognizes that employees are the essential resource of the institution. Winthrop is committed to the principles of equal employment. It is the policy of the University that all personnel related decisions be made without regard to race, color, religion, sex, national origin, age (40+), protected disability, veteran status or any other characteristic protected under applicable federal, state or local law. This policy applies to all personnel actions including, but not limited to, recruitment, hiring, classification/compensation, benefits, promotions, transfers, layoffs, recall from layoffs and educational, social or recreational programs of this institution.

In addition, Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA) protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

The University has developed an Equal Employment Opportunity Plan to assist in achieving the goal of equal employment opportunity for all. The President of the University is committed to this effort and is ultimately responsible for the development and implementation of equal employment policies. Specific authority and responsibility for administering the Equal Employment Opportunity Plan has been delegated to the Associate Vice President for Human Resources, who administers the plan in collaboration with the Vice President for Academic Affairs and their respective staff members. Full cooperation of all administrators, managers, supervisors and other employees in achieving the goal of equal employment is expected.

No one will be subjected to, and the University prohibits, any form of discipline or retaliation for reporting, pursuing, or cooperating in the investigation of complaints of employment discrimination that are consistent with this policy.

Equal employment opportunity is an integral part of the mission and purpose of the University. The Winthrop University Equal Employment Opportunity Plan is available for review in the Office of Human Resources, 303 Tillman Hall, Winthrop University, Rock Hill, SC 29733.