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. _____ _____

Are you in default of any student loans? Yes No

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.

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.

Revised 04/06 HR

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 / /

Race/Ethnicity (check one):
- ☐ (1) White (not Hispanic or Latino)
- ☐ (2) Black or African American (not Hispanic or Latino)
- ☐ (3) Hispanic or Latino
- ☐ (4) Asian (not Hispanic or Latino)
- ☐ (5) American Indian or Alaska Native (not Hispanic or Latino)
- ☐ (6) Native Hawaiian or other Pacific Islander (not Hispanic or Latino)
- ☐ (7) Two or more races (not Hispanic or Latino)

Gender Identity (check one): ☐ Male ☐ Female

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

☐ (01) Winthrop JobLine
☐ (02) Job Vacancy Notice
☐ (03) Newspaper Advertisement
☐ (04) Advertisement in a professional journal or other publication
☐ (05) Referred by the South Carolina Employment Security Commission
☐ (06) Referred by Vocational Rehabilitation
☐ (07) South Carolina State Career Center
☐ (08) Applied on my own

☐ (09) Encouraged by a current Winthrop employee
Employee's name _____
☐ (10) Encouraged by another person
Name _____
☐ (11) Website/Internet
____Winthrop University (www.winthrop.edu/hr)
____NationJob.com
____Other (please list) _____
☐ (12) Other _____

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.

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.

HR – 10/08