



**Gainesville Campus  
Oconee Campus**

**Gainesville State College is a  
Tobacco Free Institution**

**P.O. Box 1358, Gainesville, GA 30503-1358  
<http://www.gsc.edu/admin/hr/>**

*Gainesville State College is an AA/EEO Institution*

## **Faculty Application Form**

Please list the name of the position you wish to apply for. Application materials requesting general consideration for any unnamed position will not be considered as applications or retained. **Applicants must submit separate materials for each vacant position.** Applicant's files are not considered complete until all materials are received, including: A cover letter addressing the responsibilities and qualifications, a curriculum vitae, a separate statement of teaching philosophy (for full time faculty positions), unofficial copies of all undergraduate/graduate transcripts (official copies will be required of those chosen for an interview).

**Indicate Position Desired:** \_\_\_\_\_

**Type of Employment desired?** Full Time \_\_\_ Part Time \_\_\_ **Which Campus?** Gainesville \_\_\_ Oconee \_\_\_ Either \_\_\_

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**Applicant Biographical Data** Please type or print legibly in black or blue ink

**Name** \_\_\_\_\_  
(Last) (First) (Middle)

**Maiden name or any other formerly used name** \_\_\_\_\_

**Address** \_\_\_\_\_  
\_\_\_\_\_

**Personal/Home Email Address** \_\_\_\_\_

**Telephone** (\_\_\_\_) \_\_\_\_\_ **Social Security No.** \_\_\_\_\_

**U.S. Citizen?** Yes \_\_\_ No \_\_\_ **If no, authorized to work in U.S.?** Yes \_\_\_ No \_\_\_  
(Proof of citizenship or immigration status will be required upon employment)

**Do you currently work full time at any other University System of Georgia Institution?** Yes \_\_\_ No \_\_\_

**If yes, please list institution** \_\_\_\_\_

**Are you a retiree of the Teacher's Retirement System of Georgia (TRS)?** Yes \_\_\_ No \_\_\_

**AREA INTENTIONALLY LEFT BLANK  
PLEASE NOTE – APPLICATION CONTINUES ON THE OPPOSITE SIDE**

I HEREBY CERTIFY that the answers given by me to the foregoing questions and the statements made by me are full and true to the best of my knowledge and belief. I understand that any false information, omission or misrepresentation of facts called for in this application, or any supplements thereto, is cause for rejection of my application or discharge at any time during my employment. I voluntarily authorize my former employers, schools, and persons from any liability or damages whatsoever for issuing this information.

I UNDERSTAND that the use of this form does not indicate that there are any position openings and does not in any way obligate the college.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Gainesville State College is committed to the principle of affirmative action and shall not discriminate against otherwise qualified persons on the basis of race, color, religion, national origin, sex, age, physical or mental handicap, disability, or veteran's status in its recruitment, admissions or employment.

**If you are a person with a disability and need accommodation(s) in the application process, please notify the Personnel Office of your requirements.**

**Notice of Background Check for Employment at Gainesville State College**

I certify that all information provided in this application is true and correct, and that any misinformation may be grounds for termination. I understand that any employment offer is contingent upon verification of all documentation as may be required by Gainesville State College.

I authorize Gainesville State College to contact the persons or entities listed in the application, and further authorize the release of any and all information that may be relevant to this application. I hereby release Gainesville State College, and any entity which releases information about me to Gainesville State College, from any reasonable actions taken in performing a consumer report (to include, but not limited to, credit, MVR or criminal background check) on my past history, now, and on future dates or and investigation consumer report may be made and forwarded to Gainesville State College. I understand that acceptance of this application by Gainesville State College will result in it becoming an official document subject to public disclosure under the Georgia Open Records Act.

**Applicant's Acknowledgment Agreement:** I authorize investigation of all information contained in the application for employment. I affirm that all information contained in this document is complete and that any misrepresentation, falsification, or willful omission herein shall be sufficient reason for dismissal or refusal of employment. I understand that any employment with this organization is contingent on my satisfactory reference review, medical examination, criminal background check, and pre-employment drug screen, if applicable.

In addition, I grant Gainesville State College permission to contact any previous employer(s) listed on this application for the purpose of reference checks, unless otherwise noted on this document. I also grant permission to any such previous employer to disclose any and all information concerning my previous employment. By submitting this application, I have read and understand the above terms. If selected for an interview, I understand that I may be required to provide additional information regarding my social security number and driver's license number for verification purposes.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Name: \_\_\_\_\_

**How did you learn of this opening?** Walk in \_\_\_\_\_ GSC Web Page \_\_\_\_\_ Referred by employee \_\_\_\_\_

**Classified Ad in:** AJC \_\_\_\_\_ Gainesville Times \_\_\_\_\_ Athens Banner/Herald \_\_\_\_\_ Chronicle of Higher Education \_\_\_\_\_

Other : \_\_\_\_\_

**Where do you routinely look for faculty position openings?** \_\_\_\_\_

*This information is for EEOC Reports ONLY and will not be considered as a basis for employment.*

American Indian/Alaskan native \_\_\_\_\_ Asian/Pacific Islander \_\_\_\_\_ Black \_\_\_\_\_  
Hispanic \_\_\_\_\_ Multiracial \_\_\_\_\_ White \_\_\_\_\_

Disabled Veteran? Yes \_\_\_\_\_ No \_\_\_\_\_ Vietnam Era Veteran? Yes \_\_\_\_\_ No \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Sex: Male \_\_\_\_\_ Female \_\_\_\_\_