



# SPARTANBURG METHODIST COLLEGE

## APPLICATION FOR EMPLOYMENT

Spartanburg Methodist College does not discriminate on the basis of race, color, creed, religion, sex, age, national or ethnic origin, disability, veteran status or any legally protected status in any personnel action regarding the recruiting, hiring, and promotion of faculty and staff.

Spartanburg Methodist College is a drug-free workplace.

### PERSONAL INFORMATION

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

Name: \_\_\_\_\_  

Last
First
Middle

Address: \_\_\_\_\_  

Street
  
 \_\_\_\_\_  

City
State
Zip

Telephone No: \_\_\_\_\_  

Cell Phone
Residence Phone

Are you 18 years of age or older? Yes    No    *If no, you may be required to provide authorization to work.*

If hired can you furnish proof that you are eligible to work in the United States?    Yes    No

Have you ever been convicted of any law violations (except for minor traffic violation)? Yes    No

If yes give details: \_\_\_\_\_  
*(Note: A conviction is not an automatic bar to employment at SMC. A conviction will be judged on its own merit with respect to time, nature and gravity, and job-relatedness.)*

### EMPLOYMENT INFORMATION

Position: \_\_\_\_\_ Date that you can start work: \_\_\_\_\_ Desired salary: \_\_\_\_\_

Are you employed now? Yes    No    May we contact your current employer? Yes    No

### EDUCATION

| List names and address of schools attended | Field of Study | Did you graduate? | Degree/Certificate/License |
|--|----------------|-------------------|----------------------------|
| High School or GED                         |                | YES    NO         |                            |
|  |                |                   |                            |
|  |                |                   |                            |
| Technical School/Community College         |                | YES    NO         |                            |
|  |                |                   |                            |
|  |                |                   |                            |
| College--Undergraduate                     |                | YES    NO         |                            |
|  |                |                   |                            |
|  |                |                   |                            |
| Graduate School—Masters/Doctorate          |                | YES    NO         |                            |
|  |                |                   |                            |
|  |                |                   |                            |

## WORK HISTORY

List below your last three employers, starting with the most recent one first.

|                  |                                  |
|------------------|----------------------------------|
| Name of Employer | Dates of Employment (Month/Year) |
| Address          | Position                         |
|                  |                                  |
|                  | Reason For Leaving               |
| Telephone Number |                                  |
|                  | Salary                           |
| Supervisor       | May we contact this employer:    |
|                  |                                  |
| Name of Employer | Dates of Employment (Month/Year) |
| Address          | Position                         |
|                  |                                  |
|                  | Reason For Leaving               |
| Telephone Number |                                  |
|                  | Salary                           |
| Supervisor       | May we contact this employer     |
|                  |                                  |
| Name of Employer | Dates of Employment (Month/Year) |
| Address          | Position                         |
|                  |                                  |
|                  | Reason For Leaving               |
| Telephone Number |                                  |
|                  | Salary                           |
| Supervisor       | May we contact this employer     |

## REFERENCES

Give names of three persons not related to you whom you have known for at least one year.

| Name | Address | Phone |
|------|---------|-------|
| 1.   |         |       |
| 2.   |         |       |
| 3.   |         |       |

## PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

I certify that all information provided in this employment application and in any supporting documentation (cover letter, resume/CV, and any other documents) is true and complete to the best of my knowledge. I understand and agree that any false information or omission in this application form, supporting documents or the application process may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I understand that any offer of employment from Spartanburg Methodist College will be contingent upon the results of a background investigation which includes federal, state, and local civil and criminal records, federal and state sexual offender registries, employment history and motor vehicle records. I have the right to make a written request within a reasonable amount of time to obtain a complete disclosure of the nature and scope of the investigation. The College will evaluate the results of the background investigation on a case by case basis.

I authorize the investigation of any or all statements contained in this application and supporting documents. I also authorize, whether listed or not, any person, school, current employer, past employers and organizations to provide relevant information and opinions that may be useful in a hiring decision. I release such persons and organizations and Spartanburg Methodist College and its agents from any legal liability, claims and lawsuits for damage that may result from furnishing same to Spartanburg Methodist College.

I understand that if I am extended an offer of employment that it may be conditioned upon my successfully passing a pre-employment fitness for duty test. I understand and agree that as a condition of employment, I MAY BE TESTED at the expense of the College for the presence of controlled substances at a laboratory designated by Spartanburg Methodist College.

I UNDERSTAND THAT NEITHER THIS APPLICATION NOR ANY SUBSEQUENT OFFER OF EMPLOYMENT CREATES A CONTRACT OF EMPLOYMENT OR GUARANTEE OF EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF SPARTANBURG METHODIST COLLEGE. THIS MEANS THAT EITHER SPARTANBURG METHODIST COLLEGE OR I MAY TERMINATE MY EMPLOYMENT AT ANY TIME WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE. I FURTHER UNDERSTAND THAT NO ONE OTHER THAN THE PRESIDENT OF SPARTANBURG METHODIST COLLEGE HAS THE AUTHORITY TO ENTER INTO ANY AGREEMENT, ORAL OR WRITTEN, ON BEHALF OF SPARTANBURG METHODIST COLLEGE FOR A TERM OF EMPLOYMENT OR MAKE ANY ASSURANCE OF CONTINUED EMPLOYMENT. EVEN THEN, SUCH AN AGREEMENTS MUST BE FORTH IN A WRITTEN CONTRACT SIGNED BY THE PRESIDENT.

I have read, understand, and by my signature consent to these statements.

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

**Equal Opportunity Employer**