



# Savannah State University

## Application

Office of Human Resources  
James Colston Administration Building, Room 120  
P: 912.358.4194 F: 912.358-3664  
[hr@savannahstate.edu](mailto:hr@savannahstate.edu)

### AN EQUAL OPPORTUNITY EMPLOYER

INSTRUCTIONS to APPLICANT: Read job announcement carefully. Complete this application accurately and legibly by printing or typing. False, incorrect, incomplete or misleading statements may disqualify you for employment. If you are an applicant with a known disability as defined under the Americans with Disabilities Act and you will need an accommodation in the recruitment or selection process, you must request this accommodation no later than 48 hours prior to the need.

We consider applicants for all positions without regard to race, color, sex, religion, national origin, age, disability or any other legally protected status.

Position(s) applied for:	Date	(For Office Use) Reviewed by:

Hours available:  Full time only  Part time only  Both

#### REFERRAL SOURCE: (Please check the appropriate response)

- Print Ad     
 Friend/Relative     
 Private Employment Agency     
 Other:
- TV Ad     
 Gov't Employment Agency     
 Employee
- Walk-In     
 Community Agency     
 Job Announcement

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

Address: \_\_\_\_\_  
(Number, Street and Apartment Number) (City, State, Zip Code)

Phone No: \_\_\_\_\_ Alternate Phone No.: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Education	Name/Location	Type of Diploma or Certificate or Degree	Received	Major Field of Study
High School				
Technical School				
College/University				
Graduate School				

List any special licenses, certifications or trainings that you have received: \_\_\_\_\_

List computer software you can operate: \_\_\_\_\_

Have you ever been dismissed or asked to resign from any job? Yes No

If yes, please explain: \_\_\_\_\_

Do you have a relative currently working with Savannah State University? Yes No

If yes, please indicate the employee's name, department and position title: \_\_\_\_\_

The Board of Regents nepotism policy states no individual shall be employed in a department or unit which result in the existence of a subordinate-superior relationship between such individual and relative through any line of authority.

Have you ever been employed with Savannah State University? Yes No If yes, indicate dates and name used when previously: \_\_\_\_\_

### WORK HISTORY

Name of Employer:	
Name of Supervisor:	Telephone No:
Street Address:	
City & State:	
Dates Worked From:	Full Time Part-Time
Job Title:	Duties:
Reason for Leaving:	If current employer, can we contact? Yes No

Name of Employer:	
Name of Supervisor:	Telephone No:
Street Address:	
City & State:	
Dates Worked From:	Full Time Part-Time
Job Title:	Duties:
Reason for Leaving:	If current employer, can we contact? Yes No

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Name of Supervisor:	Telephone No:
Street Address:	
City & State:	
Dates Worked From:	Full Time      Part-Time
Job Title:	Duties:
Reason for Leaving:	If current employer, can we contact? Yes      No

### REFERENCES

Name	Address	Telephone	Relationship

### AGREEMENT

I certify that answer(s) given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also that I am required to abide by all rules and regulations of the University.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Applicant