



**APPLICATION FOR EMPLOYMENT**

1315 Oakwood Avenue  
Raleigh, NC 27610-2298  
Fax: (919) 516-4413  
[www.st-aug.edu](http://www.st-aug.edu)

Potential employees will be given consideration without discrimination because of race, color, sex, age, national origin, religion, handicap, or veteran status. **Saint Augustine's College is an Equal Opportunity Employer.**

Position(s) Desired: \_\_\_\_\_ Expected Pay: \_\_\_\_\_

How did you hear of this job opening? \_\_\_\_\_.

Check appropriate box for the type of employment:

Full-Time  Part-Time  Temporary  Summer

**General Information and Personal Data**

\_\_\_\_\_  
Last Name First Name Middle Name

\_\_\_\_\_  
Street Address City State Zip Code

\_\_\_\_\_  
Area Code/Telephone Number Emergency Telephone Number/Contact Person

\_\_\_\_\_  
Social Security Number Email Address

List names and relationships of your family members who work here: \_\_\_\_\_

Please check if you are:  18 or under  US Veteran - Branch: \_\_\_\_\_

Are you legally eligible for employment in the US? \_\_\_\_\_

Have you ever been charged and/or convicted of a felony or misdemeanor, which has not been annulled, expunged, or sealed by a court?

No  Yes If "yes," state nature of offense, when, where, and disposition.

Have you ever been employed by Saint Augustine's College?  Yes  No If yes, when? \_\_\_\_\_

Type of School	Name and Address of School	Number of Years Completed	Graduated? Yes/No Year	Type of Degree, Diploma, or Certificate & Major Field(s) of Study
High School				
Vocational School, Technical Institutes, and Junior College				
All Colleges and/or Universities				
Other training (including military schools/equivalency diplomas)				

**REFERENCES (Including former colleagues, teachers, and/or friends). DO NOT LIST RELATIVES.**

Name:	
Address:	
Relationship:	Phone:

Name:	
Address:	
Relationship:	Phone:

Name:	
Address:	
Relationship:	Phone:

**EXPERIENCE**

If any of the following questions do not apply to you, please write “none” or “NA” (for “not applicable”) in that space. Please list your job history for the past ten years (or last four employers). Start with your present status and note any periods in which you were not employed. Include U.S. military service (show rank at discharge but not type of discharge), previous experience, summer/part-time jobs, and cooperative education assignments.

Employer Name:		Supervisor:
Address:		Telephone:
Job Title		
Start Date:		Starting Salary:
End Date:		Ending Salary:
Duties		
Reason for Leaving:		

Employer Name:		Supervisor:
Address:		Telephone:
Job Title		
Start Date:		Starting Salary:
End Date:		Ending Salary:
Duties		
Reason for Leaving:		

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Duties		
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Employer Name:		Supervisor:
Address:		Telephone:
Job Title		
Start Date:		Starting Salary:
End Date:		Ending Salary:
Duties		
Reason for Leaving:		

If you have or will have employment outside the College in addition to the position for which you are applying, give the name of the employer.

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Name of Employer

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Address of Employer

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Nature of Work

Salary

Hours of Work

**AUTHORIZATION FOR RELEASE OF RECORDS**

The information provided in this Application Form is true, correct, and complete to the best of my knowledge. I understand that any misstatement or omission of fact on this application may result in dismissal.

If you decide to engage an investigative consumer report on my credit and personal history (to include my criminal record, prior employment, etc.), I authorize you to do so. I hereby release any and all persons from any civil or criminal liability whatsoever for releasing information pursuant to this Authorization for Release of Records.

I authorize and request that all my present and former employers and those individuals I have listed as personal references furnish information about my employment records.

I understand that acceptance of an offer of employment does not create contractual obligation upon Saint Augustine's College to continue to employ me in the future. The employment relationship is "At Will;" either party can end it at any time for any reason or for no reason. If I am employed by the College, I agree to be governed by and conform my conduct to the Staff/Faculty Handbook(s).

Finally, if employed by the College, I agree to obtain permission from the President of Saint Augustine's College or his/her designated representative before accepting any outside employment in addition to that noted above.

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Signature

Date

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Saint Augustine's College is in compliance with all federal and North Carolina Laws regarding Equal Employment opportunities and Affirmative Action Programs to the end that no person shall, on the basis of race, color, religion, national origin, sex, age, handicap, or veteran status, be subjected to any unlawful discrimination in employment or the provision of services or education. Any person who believes employment, services, or education are provided on a discriminatory basis has a right to file a complaint in writing with the College or the federal agency or both: Saint Augustine's College/Raleigh, North Carolina 27610; Office for Civil Rights, 50 7<sup>th</sup> Street, NE, Atlanta, GA 30323.

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