

RETURN APPLICATIONS TO:
Office of Human Resources
303 Tillman Hall, Winthrop University
Rock Hill, South Carolina 29733
(803) 323-2273

Application for Temporary Employment

This application must be completed in full and submitted to the Office of Human Resources no later than the specified deadline date in order to be considered. Failure to complete **all sections** or failure to sign the application may result in your application not being considered. Winthrop University does not pay employment agency fees. The information provided herein may be subject to disclosure in accordance with the South Carolina Freedom of Information Act (S.C. Code 30-4-10).

List the position title and vacancy number for which you wish to be considered. _____

Personal Data

Name _____ If any of your employment or education records are under a different name, please give other name: _____
Last First Middle

Address _____
Street City State Zip Code

How may we reach you during the day? Home Phone () _____ Other # () _____

*E-Mail Address _____
(If hired, this email address will be used to send check stubs and other important payroll/human resources documents.)

Are you legally authorized to work in the United States? Yes No

If you are under 18 years of age, please state your age _____

Do you have any relatives currently employed at Winthrop University? _____ If yes, please provide the employee's name, department and relationship to you. _____

Employment Data

Have you been employed by Winthrop in the past? Yes No ~~Yes~~ If yes, give dates. From _____ To _____

Are you currently employed with another South Carolina State agency or university?

If yes, list name of agency or university _____

Are you interested in: (check all that apply) Temporary Full-Time Temporary Part-Time

Earliest date you could begin work: _____

Have you ever been fired or forced to resign from any job? Yes No

If yes, please explain. _____

Have you **ever** been convicted of a crime other than a minor traffic violation? (D.U.I./D.W.I convictions must be listed.)

Yes No If yes, please list **each** charge.

Note: Omit minor vehicle violations and any offense committed before your 17th birthday, if the offense was finally adjudicated in juvenile court or under a youthful offender law. Conviction of a criminal offense is not a bar to employment in all cases. Each conviction is evaluated individually.

Charge	Where Convicted	Date	Disposition/Status
--------	-----------------	------	--------------------

A criminal background check will be performed before any employment offer is made. If you do not fully and/or accurately disclose information about your criminal conviction history, you will not be hired.

Education and Skills

School	Name and Address of School	Major area(s) of study	Circle year completed	Did you graduate?	List diploma or degree received
Elementary			1 2 3 4	Yes	
			5 6 7 8	No	
High School				Yes	
			No		
College				Yes	
			No		
Graduate School				Yes	
			No		
Other Training				Yes	
			No		
Other Training				Yes	
			No		

Computer Skills and Other Equipment Operated

List software packages, programming languages, office equipment or other equipment related to the position for which you are applying that you operate proficiently.

Employment Record

- Instructions:
- List **all** employment, including your current position. Use a separate block for each position, even if it is with the same employer, beginning with the most recently held position.
 - DO NOT SUBSTITUTE A RESUME FOR ANY PORTION OF THIS APPLICATION. FAILURE TO COMPLETE THE APPLICATION FORM IN ITS ENTIRETY MAY RESULT IN DISQUALIFICATION FROM CONSIDERATION. YOU MAY ATTACH A RESUME AS A SUPPLEMENT.**

1. (Current or most recent position)

Position Held	Dates Employed (Give Month and Year) From: _____ To: _____	Average Number of Hours Per Week
Employer	Employer's Address	Current/Most Recent Salary
Name of Immediate Supervisor	Phone Number	Your reason for leaving or seeking new position

Describe your specific duties and accomplishments in this job:

2. (Next most recent position)

Position Held	Dates Employed (Give Month and Year) From: _____ To: _____		Average Number of Hours Per Week
Employer	Employer's Address		Last Salary
Name of Immediate Supervisor	Phone Number	Your reason for leaving or seeking new position	
Describe your specific duties and accomplishments in this job:			

3. (Next most recent position)

Position Held	Dates Employed (Give Month and Year) From: _____ To: _____		Average Number of Hours Per Week
Employer	Employer's Address		Last Salary
Name of Immediate Supervisor	Phone Number	Your reason for leaving or seeking new position	
Describe your specific duties and accomplishments in this job:			

4. (Next most recent position)

Position Held	Dates Employed (Give Month and Year) From: _____ To: _____		Average Number of Hours Per Week
Employer	Employer's Address		Last Salary
Name of Immediate Supervisor	Phone Number	Your reason for leaving or seeking new position	
Describe your specific duties and accomplishments in this job:			

5. (Next most recent position)

Position Held	Dates Employed (Give Month and Year) From: _____ To: _____	Average Number of Hours Per Week
Employer	Employer's Address	Last Salary
Name of Immediate Supervisor	Phone Number	Your reason for leaving or seeking new position
Describe your specific duties and accomplishments in this job:		

(Use additional 8-1/2" x 11" sheets, if necessary)

Additional Information

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. Winthrop University does verify loan status before an offer of employment is made.

Add any comments or other information that you think will help us evaluate your application.

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

The language used in this document does not create an employment contract between the applicant and Winthrop University. This document does not create any contractual rights or entitlements. No promises or assurances, whether written or oral, which are contrary to or inconsistent with the terms of this paragraph create any contract of employment.

Winthrop University is an Equal Opportunity Employer.

HR – 09/14

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 ____ / ____ / ____

1. Do you consider yourself to be Hispanic or Latino? (Check only one)

- Yes, I am Hispanic or Latino
 No, I am not Hispanic or Latino

2. Select one or more of the following racial categories to describe yourself:

- American Indian / Alaska Native
 Asian
 Black / African American
 Native Hawaiian / Other Pacific Islander
 White

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)
____ 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.

In addition, Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA) protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

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.