

APPLICATION FOR EMPLOYMENT

DeKalb Technical College • Office of Human Resources • 1085 Montreal Road • Clarkston, GA 30021-1360



PREFERRED POSITION:

Applications which do not contain adequate information will be either delayed or not processed.

CHECK ONE: Full-Time Part-Time Either **Please print in ink or type by clicking in the shaded areas**

Name Last	First	Middle	Former Name
Street Address (See Mailing Address if P.O. Box)			Social Security No. - -
City	State	Zip Code	(Area Code) Home Phone No. () -
Mailing Address (if different from Street Address)			(Area Code) Work Phone No. () -

EDUCATIONAL AND PROFESSIONAL TRAINING

SCHOOL	LOCATION	DATES ATTENDED (Mo/Yr) to (Mo/Yr)	DIPLOMA/DEGREE EARNED
High School		/ to /	Highest Grade Completed: __
College		/ to /	
		/ to /	
Graduate/Special Studies:		/ to /	
Undergraduate Major:	Graduate Major:		
Undergraduate Minor:	Georgia Licenses/Certifications:		

*Where applicable, this Application for Employment is not complete until transcripts from all colleges and universities listed have been received by the Office of Human Resources at the above address.

Have you ever filed a written Application for Employment with us? Yes No If yes, when? _____
 Have you worked for DeKalb Tech before? Yes No If yes, where? _____
 Do you have relatives working for DeKalb Tech? Yes No If yes, who? _____
 Have you resigned from your present position? Yes No
 May we contact your current employer? Yes No If yes, name and phone # _____
 Are you legally eligible for employment in the United States? Yes No

Indicate schedule(s) available to work: <input type="checkbox"/> Day <input type="checkbox"/> Evening <input type="checkbox"/> Both	Active Military Service: Branch: _____ Induction Date: _____
Expected Salary: \$ _____	Type of Discharge: _____ Separation Date: _____

Have you ever been convicted of a felony or misdemeanor, including pleading nolo contendere, or are you under investigation for any such offense, other than a minor traffic offense? (Do not include minor traffic violations for which a fine of \$35 or less was imposed. All other convictions **must be included even if they were pardoned.**) Yes No If the answer is "Yes," complete the information below. Convictions will not necessarily disqualify an applicant from employment. *You must respond to this question.*

CONVICTED FOR	DATE	PLACE CONVICTED	DISPOSITION

Please initial to indicate that you understand misrepresentation or omissions related to convictions may disqualify you from further consideration of employment at DeKalb Technical College. _____

EMPLOYMENT RECORD (List present or most recent employer first. Attach additional sheets if necessary)

1. Employer: Area/Telephone: () - Extension:	Your Position: Salary: \$ Supervisor's Name:	From: / / To: / /
Street: City: State: Zip Code:	Reason for Leaving:	Total Experience: Years/ Months
2. Employer: Area/Telephone: () - Extension:	Your Position: Salary: \$ Supervisor's Name:	From: / / To: / /
Street: City: State: Zip Code:	Reason for Leaving:	Total Experience: Years/ Months
3. Employer: Area/Telephone: () - Extension:	Your Position: Salary: \$ Supervisor's Name:	From: / / To: / /
Street: City: State: Zip Code:	Reason for Leaving:	Total Experience: Years/ Months
4. Employer: Area/Telephone: () - Extension:	Your Position: Salary: \$ Supervisor's Name:	From: / / To: / /
Street: City: State: Zip Code:	Reason for Leaving:	Total Experience: Years/ Months
5. Employer: Area/Telephone: () - Extension:	Your Position: Salary: \$ Supervisor's Name:	From: / / To: / /
Street: City: State: Zip Code:	Reason for Leaving:	Total Experience: Years/ Months

This will certify that all statements contained herein are complete and accurate. Incomplete or inaccurate information may result in termination of employment and other penalties provided in the Georgia Code regarding "making false statements" and/or "falsification of government records." By signing this application I am authorizing the release of any information, including financial and criminal records needed to properly evaluate my candidacy for employment. I also understand that applications submitted electronically, via e-mail or similar media, are not valid unless my name is entered in the field below. Such action shall constitute an electronic signature.

Signature: _____ **Date:** _____

As set forth in its student catalog, DeKalb Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

Title IX and Section 504 Coordinator: Daisy Davis, Assistant Dean of Instruction, 495 N. Indian Creek Drive, Room # A-204, Clarkston, GA 30021-2397, (404) 297-9522, Ext. 1163. Equal Opportunity Officer: M. Gale Belton, Human Resources Director, 1085 Montreal Road, Clarkston, GA 30021-1360, (404) 297-9522, Ext. 2106.

DTC Equal Employment Opportunity Data

TO BE COMPLETED BY APPLICANT

Completion of this form is **entirely voluntary**, and all information will remain confidential and will not affect your application for employment. We are required by law to collect this information to satisfy federal equal opportunity statistical reporting and research requirements. This section will be detached from the application after processing and will not become a part of your personnel record if you are hired.

Name: _____ Job Sought _____

Sex: Male Female

Race/Ethnicity: American Indian / Alaskan Native
 Asian / Pacific Islander
 Black/African American
 Hispanic
 White

How did you learn about this job opportunity?

Walk-in Employee referral, (please list employee name)
 Employment or other Agency
 Advertisement - please specify _____
 Other - please specify _____

DeKalb Technical College voluntarily takes steps to affirmatively employ and advance qualified individuals subject to the Rehabilitation Act of 1973 and the Vietnam Era Veterans Readjustment Act of 1974.

Completion of the following information is voluntary, and will assist us in proper placement and reasonable accommodation. This information will not be shared with the hiring panel. This information will be shared should you be selected for employment in order to make appropriate job related accommodations.

If you wish to be identified as qualifying for such placement or accommodation, please check where applicable.

Vietnam Era Veteran
 Disabled Veteran
 Individual with a Disability

To be completed by DTC HR Staff

EEO Category:

1. Officials and managers 6. Crafts - skilled
 2. Professionals 7. Operatives-semi-skilled
 3. Technicians 8. Laborers-unskilled
 4. Sales 9. Service workers
 5. Office and clerical

Employer information completed by:

Name: _____ Date: _____