

# TROY UNIVERSITY

## APPLICATION FOR EMPLOYMENT



- Campus:**  Troy, Human Resources, Troy, AL 36082 (334) 670-3710  
 Dothan, Human Resources, P.O. Box 8368, Dothan, AL 36304 (334) 983-6556 X 208  
 Montgomery, Human Resources, P.O. Drawer 4419, Montgomery, AL 36103 (334) 241-9524  
 Phenix City, Human Resources, Troy, AL 36082 (334) 670-3710  
 Global Campus, Human Resources, Troy, AL 36082 (334) 670-3710

### PERSONAL DATA

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

Last
First
Middle

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

Number
Street
City
State
Zip

Telephone: (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  

Area Code
Home
Area Code
Other

Email \_\_\_\_\_

Social Security Number \_\_\_\_\_

Indicate the position for which you are applying: \_\_\_\_\_

### EMPLOYMENT HISTORY

List in order beginning with current or most recent employment. Attach pages if necessary.  
 A separate employment history may be attached in lieu of completing this section.

May we contact this employer? _____ Yes _____ No		Employer (Name and Address)		Employed (Mo/Yr)		Salary	
Telephone		Supervisor:		Your Job Title		From:	End
						To:	

Duties \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

May we contact this employer? _____ Yes _____ No		Employer (Name and Address)		Employed (Mo/Yr)		Salary	
Telephone		Supervisor:		Your Job Title		From:	End
						To:	

Duties \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

May we contact this employer? _____ Yes _____ No		Employer (Name and Address)		Employed (Mo/Yr)		Salary	
Telephone		Supervisor:		Your Job Title		From:	End
						To:	

Duties \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

**EDUCATIONAL DATA**

School Name	Address, City, State, and Zip	Years Completed	Degree, Major, or Type of Course Work
College/University			
Graduate			
Graduate			
Other			

**GENERAL INFORMATION**

Have you ever been convicted of any felony crimes, or misdemeanors involving violence, or dishonest acts such as theft, burglary, robbery, forgery, or fraud? \_\_\_\_\_Yes \_\_\_\_\_No

If you answered yes, list each conviction along with the nature, location, date, and penalty of each. Attach additional sheet if necessary.: \_\_\_\_\_

(A criminal record is not necessarily a bar to employment. Each application is considered on an individual basis including age at time of offense, seriousness and nature of offense, time elapsed since conviction and eligibility to be bonded in compliance with University policy. However, failure to disclose information will serve as reasonable cause to deny employment.)

Have you previously been employed by Troy University or its affiliates?

\_\_\_\_\_Yes \_\_\_\_\_No If yes, when and where? \_\_\_\_\_

Are you related to anyone currently employed by Troy University?

\_\_\_\_\_Yes \_\_\_\_\_No If yes, who? \_\_\_\_\_

Are you a U.S. citizen or otherwise authorized to work in the U.S. on an unrestricted basis? \_\_\_\_\_Yes \_\_\_\_\_No

**AGREEMENT (Please read the following statements carefully)**

My application, resume, and any other materials I have provided are accurate and complete to the best of my knowledge. I authorize Troy University to obtain information about my education and employment histories, and I authorize all employers, academic institutions and references in this application and any attached documents to provide Troy University with any information that may affect an employment decision. I release Troy University from claims that I may have arising from the release and legitimate use of information gathered from references. I further understand that if I am a final candidate for a position, Troy University and its agent will conduct a criminal background check and as required by my potential position, I also understand that a motor vehicle/driving records, credit records, Social Security number, earnings history, and other job related searches may be obtained and considered.

I understand that falsifying any information on this application, or failing to provide any information requested, may be grounds for a Troy University decision not to hire me. If Troy University learns after I have been hired that I provided false information on this application, I understand that my employment may be terminated immediately. I also understand that if I am offered and accept a position at Troy University, employment is at will.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Troy University is an Equal Employment Opportunity and Affirmative Action employer.  
We do not discriminate on the basis of sex, race, religion, nationality, age, ethnicity, disability or veteran's status.