



# EMPLOYMENT APPLICATION

Voorhees College  
P. O. Box 678  
Denmark, South Carolina  
29042

*Equal Employment Opportunity Employer*  
*At-Will Employer*

## PERSONAL INFORMATION

Name: <small>First</small> _____ <small>Middle</small> _____ <small>Last</small> _____	Other name(s) used during school or with a different employer:	
Address: <small>Street number</small> _____ _____ <small>City</small> _____ <small>State</small> _____ <small>Zip Code</small> _____ <small>County</small> _____		
Home telephone: _____		
Cell telephone: _____		
Email address: _____		
Social Security Number: _____		
Do you have relatives employed by Voorhees College and/or its affiliates? No <input type="checkbox"/> Yes <input type="checkbox"/> If yes,		
Name: _____	Relationship: _____	Department: _____

## EMPLOYMENT INFORMATION

For what position are you applying?	On what date would you be available to start working?	Are you willing to work overtime? Yes <input type="checkbox"/> No <input type="checkbox"/>
Department:	Shift preference: None <input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/>	Are you willing to travel? Yes <input type="checkbox"/> No <input type="checkbox"/>

## DRIVER'S LICENSE

**Complete this section only if the job duties for which you are applying include driving Voorhees' vehicles (e.g. security personnel, physical plant personnel, coaches, chaperones, etc.)**

Do you possess a valid driver's license? Yes <input type="checkbox"/> No <input type="checkbox"/>	State: _____	Expiration Date: _____
Driver's license number: _____		

## EDUCATION

SCHOOL NAME	CITY	STATE	Did you graduate?	Principle course of study
High School			Yes <input type="checkbox"/> No <input type="checkbox"/>	
College – Undergrad			Yes <input type="checkbox"/> No <input type="checkbox"/>	
College – Undergrad			Yes <input type="checkbox"/> No <input type="checkbox"/>	
College – Post grad			Yes <input type="checkbox"/> No <input type="checkbox"/>	
College – Post grad			Yes <input type="checkbox"/> No <input type="checkbox"/>	
Other:			Yes <input type="checkbox"/> No <input type="checkbox"/>	

## CERTIFICATIONS and/or LICENSES

List professional licenses and/or certifications:				
Name	License or certification Number	State awarding designation	Date of designation	Expiration date

## JOB-RELATED SKILLS

Are you proficient with the following software?

Microsoft Word	Yes <input type="checkbox"/> No <input type="checkbox"/>	TEAMSElite	Yes <input type="checkbox"/> No <input type="checkbox"/>
Microsoft Excel	Yes <input type="checkbox"/> No <input type="checkbox"/>	PowerFaids	Yes <input type="checkbox"/> No <input type="checkbox"/>
Microsoft PowerPoint	Yes <input type="checkbox"/> No <input type="checkbox"/>	Adobe Acrobat	Yes <input type="checkbox"/> No <input type="checkbox"/>
Microsoft Access	Yes <input type="checkbox"/> No <input type="checkbox"/>	Outlook Express	Yes <input type="checkbox"/> No <input type="checkbox"/>
Microsoft Publisher	Yes <input type="checkbox"/> No <input type="checkbox"/>	Other: _____	Yes <input type="checkbox"/> No <input type="checkbox"/>

List other job-related technical and other skills:

## MILITARY EXPERIENCE

Have you ever served in the Armed Forces? Yes  No

Specialty: \_\_\_\_\_ Date entered: \_\_\_\_\_ Date discharged: \_\_\_\_\_

## EMPLOYMENT HISTORY

Provide your work history for the last eight years. List your most recent employer first. Include work performed on behalf of temporary agencies by listing the name of the agency.

**DO NOT SUBSTITUTE YOUR RESUME FOR THE REQUESTED INFORMATION**  
**“See resume” is not acceptable**

Employer's name _____ Address _____ Supervisor: _____ Telephone: (    )	Length of time employed ____year(s) ____month(s) From _____ To _____ Last salary: \$
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Specific duties:

Reason for leaving:

Employer's name _____ Address _____ Supervisor: _____ Telephone: (    )	Length of time employed ____year(s) ____month(s) From _____ To _____ Last salary: \$
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Specific duties:

Reason for leaving:

## EMPLOYMENT HISTORY (continued)

Employer's name _____ Address _____ _____	Length of time employed ____year(s) ____month(s) From _____ To _____ Last salary: \$
Supervisor: _____ Telephone: ( ) _____	

Specific duties:

Reason for leaving:

Employer's name _____ Address _____ _____	Length of time employed ____year(s) ____month(s) From _____ To _____ Last salary: \$
Supervisor: _____ Telephone: ( ) _____	

Specific duties:

Reason for leaving:

Employer's name _____ Address _____ _____	Length of time employed ____year(s) ____month(s) From _____ To _____ Last salary: \$
Supervisor: _____ Telephone: ( ) _____	

Specific duties:

Reason for leaving:

**Use the space below to provide additional job-related information that may better describe your full qualifications for the specific job for which you are applying.**

### FELONY

Have you ever been convicted of a crime of which you have not been pardoned? Yes  No

Conviction of a criminal offense does not automatically eliminate you from being considered for a job at Voorhees. The nature, severity, and date of the offense in relation to the position for which you are applying will also be considered.

### LOAN DEFAULTS

Are you in default of a federal or state student loan? Yes  No

### REFERENCES

May we contact your present employer? Yes  No  | List three business or professional references that Voorhees may contact:

Name: Address:	Relationship:	Telephone:  Email address:
Name: Address:	Relationship:	Telephone:  Email address:
Name: Address:	Relationship:	Telephone:  Email address:

## APPLICANT'S DISCLOSURE STATEMENTS

### PLEASE READ CAREFULLY

By signing your name below you:

- Certify that the information contained on or submitted with this application is true, accurate and complete; and understand that if employed, any misrepresentation or material omission of facts on this application or other employment documentation may result in a retraction of any job offer or immediate termination of employment.
- Authorize Voorhees to contact your former employers, except where indicated otherwise, and your schools for a complete account of their experiences with you; and unconditionally release all parties from liability from any damage that may result from furnishing your employment-related information.
- Understand that Voorhees may require the successful completion of drug and alcohol testing as a condition of employment, and that continued employment may be based upon the successful completion of similar tests.
- Understand that in connection with the routine processing of your employment application, Voorhees may request from a consumer reporting agency an investigative consumer report, including information as to your credit records, character, general reputation, personal characteristics, and mode of living. A separate disclosure statement authorizing your approval for the aforementioned information will be provided for your signature.
- Understand that if you become an employee of Voorhees, you will be required to provide proof of your right to work in the United States before you begin your employment; and understand that none of the information contained in this employment application, the interview process, or Voorhees' employment policies or procedures are intended to create an employment contract between you and Voorhees.
- Understand that if you become an employee of Voorhees, your employment is at-will. You may be terminated with or without cause, with or without notice, at any time, at the option of Voorhees or yourself. Your at-will status may only be changed by you and the President of Voorhees by executing a signed agreement.

## SIGNATURE

I have read, acknowledge, understand and agree to the information disclosed in this employment application

Printed name of applicant: \_\_\_\_\_

Signature of applicant: \_\_\_\_\_

Date: \_\_\_\_\_

*Thank you for your interest in Voorhees College*