



University of Arkansas at Monticello

MONTICELLO-CROSSETT-MCGEHEE

Personnel Office, 514 University Drive, P.O. Box 3597, Monticello, AR 71656

E-mail: UAMapplications@uamont.edu

Application for Employment

An application must be completed for each job title you are applying for. If you list more than one job title, you will be considered only for the first job title listed on your application. Applications are kept on file for ninety (90) days and are subsequently destroyed. Please answer all questions which apply to you; otherwise, write N/A in the appropriate blank. If additional space is needed, please use block number twenty-five (25) or attach additional sheets. Completed applications for all campuses are submitted to the above address.

Equal Employment Opportunity

The University of Arkansas at Monticello is committed to the policy of providing employment opportunities to all persons, regardless of their economic or social status, and will not discriminate on the basis of race, color, religion, creed, gender, ethnic or national origin, disability, age, veteran status, or any legally protected class.

The University of Arkansas at Monticello Annual Security Report/Fire Safety Report includes statistics for the previous three years concerning reported crimes that occurred on-campus, in certain off-campus buildings, on property owned/controlled by the University, and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies addressing sexual assault, and other matters. A copy may be obtained by contacting the Department of Public Safety, 284 University Drive, Monticello, AR 71656. The report is also available on the UAM web site at:

<http://www.uamont.edu/StudentAffairs/PublicSafety/pdf/AnnualSecurityAndFireSafetyReport.pdf>

Personal

1. Position (Specific Job Title): _____
2. Location: Monticello Crossett McGehee
3. Name: _____
4. Address: _____
(Include: City and State)
5. Phone: (Home) _____ (Work) _____
(Cell): _____ 6. E-mail _____
7. Date available for employment: _____ 8. Would you consider part-time work? Yes No
9. Have you ever worked for UAM before? Yes No
If yes, what department and when? _____
10. Have you ever been employed by another state-supported college or university, or a state agency? Yes No
If yes, what institution or agency and when? _____
11. Do you have relatives employed by UAM? Yes No If yes, lists their name(s), relationship(s), and department(s).

12. Have you been convicted of a felony within the last five years? Yes No If yes, may not automatically disqualify you from employment. _____

13. Can you provide proof of citizenship or authorization to work in the U.S. upon employment? Yes No
Proof of eligibility must be provided within three days, pursuant to the Immigration Reform and Control Act of 1986.

Personal continued

14. References: Give name, address, and phone number of three references not related to you and who are not previous or current employers. References must be knowledgeable of your work relevant qualifications. Additional individuals may also be contacted.

Name	Address	Phone	Relationship

Education

15. List below high schools, trade/vocational colleges, universities, or other educational institutions attended:

Institution / Address	Major/Minor	Years Completed	Degree/Certificate Awarded	Graduated Yes/No

16. List your professional license(s) relevant to position for which you are applying. Give type of license, license number, date of expiration, and state: _____

17. List training workshops, seminars, or special courses attended: _____

18. List software applications you can operate without additional training: _____

19. List machines and equipment (for example, maintenance machines) you can operate: _____

20. List any other skills or qualifications relative to the job for which you are applying: _____

21. Are you a veteran of the United States military? Yes No Dates: _____ / _____

Have you served in the National Guard or Reserve Forces of the U.S.? Yes No Dates: _____ / _____
From To

List military education, experience and duties: _____

The State Veteran's Preference Law bestows preference in appointment and employment for veterans, disabled veterans, and surviving spouse, provided such veterans have met "substantially equal qualifications."

Employment History

22. Starting with your most recent employer, list ALL previous employers. Include self-employment, summer, and part-time jobs, and any other relevant work experience. Explain any gaps in employment timeframe. Use block number 23 or a separate sheet if enough space is not provided.

May we contact your current employer(s)? Yes No May we contact your former employer(s)? Yes No

1	Current or most recent employer	Business Phone Number	Employment dates:
Address		From _____ Month Year	
Type of business		to _____ Month Year	
Your job title	Supervisor's Name		Salary
Your job duties (be specific)		\$ _____ \$ _____ Lowest Highest	
		Per Year, Wk, Hr, etc. _____	
Reason for Leaving			

2	Employer	Business Phone Number	Employment dates:
Address		From _____ Month Year	
Type of business		to _____ Month Year	
Your job title	Supervisor's Name		Salary
Your job duties (be specific)		\$ _____ \$ _____ Lowest Highest	
		Per Year, Wk, Hr, etc. _____	
Reason for Leaving			

3	Employer	Business Phone Number	Employment dates:
Address		From _____ Month Year	
Type of business		to _____ Month Year	
Your job title	Supervisor's Name		Salary
Your job duties (be specific)		\$ _____ \$ _____ Lowest Highest	
		Per Year, Wk, Hr, etc. _____	

Reason for Leaving

23. Have you ever been discharged, laid-off, or forced to resign from employment for any reason? Yes No If yes, please explain. _____

24. State any additional information you feel may be helpful to us in considering your application: _____

25. Use this space for those items for which there were insufficient space. Please reference item number. Also, state any additional information you feel may be helpful to us in considering your application.

Certification

26. I understand:

-All information provided in support of my application for employment is true, correct and does not misrepresent my history or qualifications.

-I understand that willful falsification or misrepresentation constitutes grounds for denying employment or for dismissal there from. If hired by the University, I agree to comply with its employment policies, rules and regulations.

-I hereby authorize and give my consent to the University to confirm all such information and waive my right to privacy thereto to the extent required to verify relevant background and ability to perform all job-related functions. My consent specifically includes, but is not limited to, my prior job functions, work performance, education, criminal and/or driving record, drug testing and other permissible job-related issues.

-As a condition of employment, I must submit an official copy of my transcript, certificate, or license if the position/job requires such.

-Applications filed do not create a contract of employment with the University of Arkansas at Monticello. If any individual is hired, he/she is an "employee at-will" and may be terminated at any time without cause.

-Employment is dependent upon satisfactory reference checks. I also understand that additional references may be checked.

-My applicant data may be subject to disclosure as a public record under the Arkansas Freedom of Information Act.

-The University is a drug-free work environment. Any employee violating the drug-free workplace policy will be subject to discipline up to and including termination. All new employees are given a copy of the policy and are required to sign an acknowledgement form.

-If employed, I will be subject to all Local, State, Federal, Board of Trustees, and the University of Arkansas at Monticello rules and regulations.

Signature of applicant

Date

If you would like to provide additional information to help us evaluate your skills and qualifications, you may attach a résumé or other documentation.