

APPLICATION FOR EMPLOYMENT



FACULTY POSITIONS

GEORGIA INSTITUTE OF TECHNOLOGY
Atlanta, Georgia 30332-0435

A Unit of the University System of Georgia

An Equal Education and Employment Opportunity Institution

Personal and General Information

COMPLETE EACH SECTION

Name _____ *SSN (last 4 digits ONLY) _____
Last First Initial

Present Address	Permanent Address (if different)
_____	_____
_____	_____
Phone () - _____	Phone () - _____
Email: _____	Email: _____

Type of position sought _____ () Full-time () Part-time

How did you learn of employment opportunities at Georgia Tech? _____

List by name and relationship any relatives currently employed by Georgia Tech _____

If you are not a native U.S. citizen, check and complete one of the following:

() Naturalized U.S. citizen. Date, place, and naturalization certificate number _____

() Citizen of _____ Visa Type _____

What languages other than English do you understand and speak fluently? _____

Have you ever held a security clearance? () Yes () No If yes, indicate level of most recent clearance _____
date granted _____ Employer _____

Have you ever had a security clearance suspended, denied, or revoked? () Yes () No If yes, describe circumstances _____

Have you ever been convicted of a felony or are any felony charges now pending against you? () Yes () No If yes, please explain _____

Personal and General Information

Complete the information requested below for each academic degree that you have earned, including your approximate overall grade point average (GPA) for each degree program, followed by the scale upon which the GPA is based (e.g., 3.2/4.0). Describe also the educational experience that you have had beyond the last degree earned and any other relevant information about your educational background and professional training. We will request granting institutions to verify all earned degrees.

Names and Locations of Institutions from Which Degrees Were Earned	Dates Attended	Degree GPA	Major Field of Study Minor Field of Study
	FROM TO	/	
	FROM TO	/	
	FROM TO	/	
	FROM TO	/	

Names of Institutions Attended Beyond Last Degree Earned	Dates Attended	Major Field of Study	Minor Field of Study
	—		
	—		
	—		

Describe any other significant educational and professional training experience, expand on information reported above, and/or indicate plans for continuing education _____

Employment Experience

Please complete this section beginning with your present or most recent employment and describe in reverse chronological order your employment experience. If additional space is needed to complete this information, please attach your resume or CV.

Employer Name _____	Employed from _____ to _____
Mailing Address _____	Salary: Start _____ final _____
_____	Reason for leaving _____
_____ Phone (____) _____	_____
Highest title _____	Major responsibilities _____
_____	_____
_____	_____

Name and title of immediate supervisor _____

If present employer, may we contact? _____

Employer Name _____	Employed from _____ to _____
Mailing Address _____	Salary: Start _____ final _____
_____	Reason for leaving _____
_____ Phone (_____) _____	_____

Highest title _____ Major responsibilities _____

Name and title of immediate supervisor _____

Employer Name _____	Employed from _____ to _____
Mailing Address _____	Salary: Start _____ final _____
_____	Reason for leaving _____
_____ Phone (_____) _____	_____

Highest title _____ Major responsibilities _____

Name and title of immediate supervisor _____

Employer Name _____	Employed from _____ to _____
Mailing Address _____	Salary: Start _____ final _____
_____	Reason for leaving _____
_____ Phone (_____) _____	_____

Highest title _____ Major responsibilities _____

Name and title of immediate supervisor _____

Please explain any gaps in the above employment time sequence and describe other experience of significance

MILITARY SERVICE (if not listed above) Country _____

From _____ to _____ Branch of service _____

Highest rank _____ Current military status _____

Highest duties _____

Special training _____

Professional Activity

List present or past memberships and positions of leadership in professional associations and honor societies:

Dates	Name of Organization	Nature of Organization	Title or Position
—	—	—	—
—	—	—	—
—	—	—	—
—	—	—	—

Describe any honors and special recognitions that you have received:

Year	Award or Organization	Basis of Selection
—	—	—
—	—	—
—	—	—

Identify any pertinent registrations, certifications, patents, special licenses, or other formal evidence of special capabilities and interests that you now hold or have held:

Publications

Attach a complete list of published articles, books, monographs, and reports that you have written. Include for each the year, title of work, name of publisher or publications, and where published. Also attach a list of research projects that you directed or to which you contributed significantly. Include for each the year completed, project title, and source of funding.

() See attached list () Nothing to report

Professional References

List complete contact information on three persons who are familiar with your professional competence, preferably professional and technical persons with whom you have worked, and whom we have permission to contact:

NAME	NAME	NAME
PROFESSION OR TITLE	PROFESSION OR TITLE	PROFESSION OR TITLE
ADDRESS	ADDRESS	ADDRESS
Phone: () - Email:	Phone: () - Email:	Phone: () - Email:

If an acceptable job offer is made, when could you begin work? _____

The information that I have provided on this application and on supplementary sheets is accurate to the best of my knowledge, no significant information has been purposely omitted, and I understand that all information is subject to validation by Georgia Tech. I also understand that willfull falsification or misrepresentation is sufficient reason for employment termination.

Date _____ Signature _____