

CLAYTON STATE UNIVERSITY

APPLICATION FOR PART-TIME LECTURER POSITION

General Application Information

The University

Clayton State University is a senior institution of the University System of Georgia serving a growing enrollment of approximately 6,000 commuter students. Located on a beautifully landscaped campus in the southern suburban crescent of Atlanta, the University offers baccalaureate and associate degrees plus certificates and continuing education classes. Clayton State's principal mission is teaching, and the curriculum is based on an outcome-focused, assessment-based, learner-centered approach to education.

Application

Completion of this standard form is required to activate an application even if the applicant has previously submitted a letter and resume. Please fill in all applicable blanks.

Nondiscrimination

Background checks will be required for all final candidates selected for employment. In compliance with the Immigration Reform and Control Act of 1986, proof of authorization to work in the U.S. will be required at the time of hire. Hiring is contingent upon eligibility to work in the U.S. Clayton State University is committed to providing equal educational opportunity to all qualified applicants, without discrimination on the basis of race, color, national or ethnic origin, sex, sexual orientation, age, disability, or handicap, as a matter of University policy and as required by applicable State and Federal laws (including Title VI, Title VII, Title IX, Sections 503, and 504, AREA, ADA, E.O. 11246, and Rev. Proc. 75-50). Title IX Coordinator, Director of Human Resources (678) 466-4230. Individuals with disabilities, who need to request accommodations or obtain this document in an alternative format, contact the Disability Resource Center, Student Center Building, Room 255, (678) 466-5445.

Open Records

Georgia is an open records state, and general information about job candidates is public record. Clayton State University will keep all *evaluative* information confidential unless legally directed to release it.

Transcripts

Official transcripts are not required for the employment screening process; however, if employed, the individual must have *official* transcripts sent to the Office of the Provost *directly* from each degree-granting institution. For screening purposes, unofficial transcript copies may be requested by the University or sent at the initiative of the applicant.

Clayton State...*your university*

Clayton State University
2000 Clayton State Blvd.
Morrow, Georgia 30260

CLAYTON STATE UNIVERSITY

APPLICATION FOR PART-TIME LECTURER POSITION

(Please print neatly or type; fill in all applicable blanks even though a resume is attached.)

Teaching discipline or Other position applied for _____ Full time _____ Part time _____ (Check one or both); Available Day _____ Evening _____ (Check one or both)
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Last Name First Name Middle

Home Address Home Phone

City State Zip Business Phone

Other names by which you have been known professionally: _____

COLLEGIATE AND PROFESSIONAL EDUCATION (most recent first)

Degree	Institution	Year	Major

PRESENT EMPLOYMENT

Employer Your position

Address

Dates of employment Full or Par-time

Supervisor Phone

PREVIOUS EMPLOYMENT (Exclude present employment if listed above. Attach additional page if needed.)

ACADEMIC complete list, most recent first

Dates	Institution	Position	Full/Part-time

NON-ACADEMIC (Significant employment since college or past ten years, including military.)

Dates	Organization	Position

PROFESSIONAL LICENSE, CERTIFICATE, REGISTRATION, ETC. (List state and number if applicable.)

REFERENCES (List three here; others may be listed in attachments.)

Name	Position and relationship to applicant	Phone

CERTIFICATION: By submitting and signing this form, the applicant attests to the following:

- I certify that the entries made on this form and the information include in any supporting material (curriculum vita, resumes, letters, transcript copies, etc.) provided by me are true and correct, and I acknowledge that any false information, willful or negligent misrepresentation, or failure to disclose any requested information will constitute sufficient grounds for Clayton State University to remove me from consideration or to terminate my employment.
- I authorize Clayton State to perform a reasonable and good faith pre-employment inquiry to determine my suitability for the position, and I agree that the University may gather information from any sources it deems relevant, and that I will hold Clayton State harmless for any decisions it may make based on such information. (Clayton State will not necessarily limit its inquiry to listed references; however, if the applicant makes written request, the University will defer contact with designated individuals until the applicant is notified.)
- I certify that I have never been convicted as an adult of violation of any national, state, or local law other than minor traffic offense or that any such conviction(s) is (are) explained in a written statement attached hereto. (The existence of a criminal record does not constitute an automatic bar to employment.)
- I certify that I am eligible for employment in the United States of American and can furnish proof if employed.
- Do you have any relative employed by Clayton State? Yes No

If yes, please indicate: _____

Signature

Date

Return the completed application form to the office listed below:

The Department of Academic Affairs

Clayton State University
2000 Clayton State Boulevard
Morrow, GA 30260