



Selective Service Verification

Instructions:

Please complete and return to the Department of Human Resources. **All applicants are required to complete this form.**

State Law requires all male employees age 18 through 25 at the time of hire (on or before the first day of employment) to complete a Selective Service Verification. Males ages 18 through 25 must provide verification of registration with the Selective Service or exemption as a condition of employment. This procedure is in compliance with Georgia State Law and applicable Government Code. It applies to all employees of Clayton State University, including faculty and student employees, regardless of title, length or percent time of appointment, or source of funds. For assistance or additional information, contact Human Resources at 678-466-4230 or humanresources@clayton.edu.

Name Department

Section 1 — Registration based on age

Are you a male age 18 through 25? Yes No _____
Date of birth

If **yes**, continue to Section 2.

If **no**, you do not need to complete this form.

Section 2 — Registration based on status

As a male age 18 through 25, are you required to register for Selective Service?

Yes — You are required to register if you are a male U.S. citizen or immigrant alien male.

No — You are not required to register if you are: a lawful non-immigrant alien on a student, visitor, tourist or diplomatic visa; on active duty in the U.S. Armed Forces; or attending certain service academies. *Do not complete Section 3. Sign and date at the bottom of this form.*

Section 3 — Verification of registration or exemption

You must provide verification of registration or of exemption with Selective Service as a condition of employment with Clayton State University.

To verify that you have registered, enter your Selective Service Registration Number below. You will find the number on the Selective Service card issued to you upon registration, or online at <http://www.sss.gov>. **If you have not yet registered**, you must register **immediately** or you will not be able to be employed at the university. You may register online at <http://www.sss.gov>.

If you are not required to register, please state the reason you are exempt and attach applicable documentation. Human Resources may contact you for further information and documentation if you indicate exemption for any reason other than non-immigrant alien status.

Selective Service Number

Verification of exemption — please state the reason you are exempt: _____

I certify that all the information, including attachments, is true and complete, and I understand that any misstatement, falsification, or omission of information shall be grounds for refusal to hire or, if hired, termination.

Signature of Employee Date

DO NOT WRITE BELOW THIS LINE - FOR HUMAN RESOURCES OFFICIAL ONLY

In accordance with State Law, I, the undersigned official have verified that the Selective Service status for the aforementioned has been verified (find appropriate attachment if applicable).

Signature of Human Resources Official Date