



Benedict College
 1600 Harden Street
 Columbia, South Carolina

FACULTY AND PROFESSIONAL EMPLOYMENT APPLICATION

This application must be completed in its entirety and a resume submitted in order for you to be considered for a position at Benedict College. Official college transcripts will be required prior to final selection for each full-time and part-time faculty position and designated professional position. Evidence of meeting the minimum qualifications must be clearly stated on this application in order for you to be considered for employment with the College. Only applications received prior to the position's initial screening date are ensured of being given consideration. Information contained in a resume or other attachment will not be accepted in lieu of your completing the application.

PLEASE PRINT OR TYPE

DATE: ___/___/___

Name: _____
 (Last) (First) (Middle)

Address: _____
 (Street) (City) (State) (Zip)

Home Phone: _____ Business Phone: _____ SS# ___/___/___

Position Applying for: _____ Full-time _____ Part-time _____

Referral Source _____ S.C. Employment Service _____ Advertisement _____ Benedict Employee _____ Other

Are you a current Benedict Employee? _____ Yes _____ No

EDUCATION/TRAINING

Name and Location of School	Attendance		Graduated		Diploma Degree/ Certif.	Degree Mjr or Major Subject	Sem. Hours
	Fr Mo Yr	To Mo Yr	Yes	No			
College/University							
College/University							
College/University							
Business/Vocational/ Other							

ACADEMIC HONORS/RECOGNITIONS: _____

If you hold professional, business, or industrial related certificates/credentials, please list: _____

EMPLOYMENT HISTORY

Please list your employers completely and accurately, beginning with most recent. If you wish for additional employment information to be considered, please identify such information on attached sheet.

1. Name of Employer		Telephone	Name & Title of Supervisor	
Address (Include City, State & Zip)				
Employed From To Mo/Yr. Mo/Yr.	Full-time _____ Part-time _____ Hours/week ____	Initial Pos. Title	Final Pos. Title	
Describe Responsibilities			Present employer may be contacted at this time. ____ Yes ____ No	
2. Name of Employer		Telephone	Name & Title of Supervisor	
Address (Include City, State & Zip)				
Employed From To Mo/Yr. Mo/Yr.	Full-time _____ Part-time _____ Hours/week ____	Initial Pos. Title	Final Pos. Title	
Describe Responsibilities			Employer may be contacted at this time. ____ Yes ____ No	
3. Name of Employer		Telephone	Name & Title of Supervisor	
Address (Include City, State & Zip)				
Employed From To Mo/Yr. Mo/Yr.	Full-time _____ Part-time _____ Hours/week ____	Initial Pos. Title	Final Pos. Title	
Describe Responsibilities			Employer may be contacted at this time. ____ Yes ____ No	
4. Name of Employer		Telephone	Name & Title of Supervisor	
Address (Include City, State & Zip)				
Employed From To Mo/Yr. Mo/Yr.	Full-time _____ Part-time _____ Hours/week ____	Initial Pos. Title	Final Pos. Title	
Describe Responsibilities			Employer may be contacted at this time. ____ Yes ____ No	

PROFESSIONAL ACTIVITIES/ASSOCIATIONS: (You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, handicap or other protected status.)

Accomplishments: Provide a summary statement of your experiences, publications, noteworthy accomplishments, etc.

List the area(s) in which your graduate courses total 18 or more semester credit hours:

1. _____ Semester Hours _____

2. _____ Semester Hours _____

List courses you have taught on the college level: _____

Provide a statement of your philosophy on private, liberal arts, predominately African-American, open admission colleges and describe your professional workstyle:

Have you ever been found in violation of a College or University Code of Ethics or any other ethical standard?
() Yes () No

Has there ever been a finding against you of any employment related sexual harassment? () Yes () No

Have you been convicted of a criminal offense within the last seven years? () Yes () No If you answered Yes to any of these questions, explain in detail.

An affirmative answer to any of the above questions will not necessarily disqualify you from being considered for employment.

I hereby certify that all statements made in this application are true, and I agree and understand that any misstatements of material facts herein may cause forfeiture on my part of all rights to any employment. I authorize Benedict College to obtain a reference/background check as needed. I agree to a physical examination if required as a condition of employment.

I further certify that I have not been convicted of, or has pled *nolo contendere* or guilty to, a crime involving the acquisition, use, or expenditure of Federal, State, or local government funds, or has been administratively or judicially determined to have committed fraud or any other material violation of Law involving Federal, State, or local government funds.

VOLUNTARY SURVEY

Government agencies at times require periodic reports on the sex, ethnicity, handicapped, veteran and other protected status of applicants. This data is for analysis and possible affirmative action only.

SUBMISSION OF INFORMATION IS VOLUNTARY

Check one:

Male ____ Female ____

Race/Ethnic Group: Caucasian ____ African-American ____ Hispanic ____ American Indian ____
Alaskan Native ____ Asian ____ Pacific Islander ____

If applicable: Vietnam Era Veteran ____ Disabled Veteran ____ Handicapped Individual ____

Signature of Applicant _____ Date _____

AUTHORIZATION TO RELEASE EMPLOYMENT INFORMATION

Authorization is hereby given to investigate my records with employers, school, activities, police and FBI records and hereby release all sources from all liability.

Signature of Applicant _____ Date _____

Return to: Dr. Janeen Witty, academic.affairs@benedict.edu, VP for Academic Affairs, 1600 Harden St., Columbia, SC 29204