

THE  
LeMoynne-Owen  
COLLEGE

LEADERSHIP. OPPORTUNITY. CHANGE.

## Application for Employment

LeMoynne-Owen College is an Equal Opportunity Employer. Applicants requiring reasonable accommodation to participate in the employment process may call the Office of Human Resources at 901.435.1601.

Please complete a separate application for each position for which you are applying. **YOU MAY SUBMIT A RESUME ONLY IN ADDITION TO A COMPLETED APPLICATION.** Please be aware that any resume submitted without a completed application form will not be considered, except for hourly positions. Applications are accepted for current vacancies only. Failure to provide sufficient information on your application will result in disqualification. Those applicants selected for an interview will be contacted.

For the convenience of our applicants, a [status of open positions link](#) has been established on the main page of the Human Resources web page as a means for applicants to check the status of open positions for which they have applied. Please use this link to find out the status of your application.

Date of Application: \_\_\_\_\_

Applicant name: \_\_\_\_\_

Position applying for: \_\_\_\_\_

807 Walker Avenue Memphis, Tennessee 38126

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**INSTRUCTIONS:** Please print and complete all questions, even if you are attaching a resume or vita.

**APPLICATION IDENTIFICATION**

Name \_\_\_\_\_  
Last First Middle  
 Social Security Number \_\_\_\_\_ E-mail address \_\_\_\_\_  
 Current Address \_\_\_\_\_  
Street City State Zip  
 Home Telephone \_\_\_\_\_ Business Telephone \_\_\_\_\_  
 Please list any other names under which your employment or educational records, references and other information in this application may be verified: \_\_\_\_\_  
 Have you been employed by LeMoyne-Owen College before? Yes No If yes, please indicate dates, department and name of supervisor \_\_\_\_\_  
 If hired, can you furnish proof that you are eligible to work in the United States? Yes No  
 If hired, can you furnish proof that you are over age 18? Yes No If no, explain \_\_\_\_\_

**TYPE OF EMPLOYMENT DESIRED**

Date you could begin working if hired \_\_\_\_\_  
 Applying for: Full-time Part-time Time-limited (temporary)  
 What is the minimum hourly rate or monthly salary you will accept? \_\_\_\_\_

**EDUCATIONAL BACKGROUND**

	Name	City	State	If degreed, indicate type	Year Degree/Diploma Received
GED Certificate					
College					
Graduate School					
Post Graduate School					
Business, Trade or Other					

**PROFICIENCIES**

List all makes and models of computer and operating systems with which you have experience:

List all computer languages and software with which you have had experience: \_\_\_\_\_

List all data processing, telecommunications equipment or office equipment on which you are proficient:

Typing speed: \_\_\_\_\_ w.p.m. Shorthand method: \_\_\_\_\_  
 Shorthand speed: \_\_\_\_\_ w.p.m.

**SPECIAL SKILLS/CERTIFICATIONS**

\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT BACKGROUND**

**INSTRUCTIONS:** Please print and list every position that you have held for the past ten years starting with your present or most recent position. Account for all periods of unemployment. Please print additional pages if needed.

Employer \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_ From \_\_\_\_\_ (Month/Year)  
Supervisor's Title \_\_\_\_\_ To \_\_\_\_\_ (Month/Year)  
Your Job Title \_\_\_\_\_ Total months employed \_\_\_\_\_  
Summary of job duties \_\_\_\_\_

Beginning Salary \$ \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_ Hourly Monthly Annually  
Reason for leaving employer \_\_\_\_\_  
May we contact this employer for a reference? Yes No Number of employees supervised \_\_\_\_\_

Employer \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_ From \_\_\_\_\_ (Month/Year)  
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Address \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_ From \_\_\_\_\_ (Month/Year)  
Supervisor's Title \_\_\_\_\_ To \_\_\_\_\_ (Month/Year)  
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Address \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_ From \_\_\_\_\_ (Month/Year)  
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Reason for leaving employer \_\_\_\_\_  
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**REFERENCES**

Please provide information for three business/professional references of persons not listed as supervisors in the employment background section. Please do not list relatives.

Name	Present Address	Telephone Number	Years Known?

**ADDITIONAL INFORMATION**

Do you have any relatives employed by LeMoyne-Owen College? Yes No If yes, please give name(s) and department(s)

How did you find out about the position(s) for which you are applying?:

Walk-in LOC Web site Ad If newspaper ad, what paper? \_\_\_\_\_

Have you ever been convicted of a felony (using your current name or under another name)? Yes No  
If yes, explain below (Include full name under which you were convicted. A conviction will not necessarily disqualify an applicant from employment. Factors such as age, time elapsed, seriousness, nature of conviction and rehabilitation may be taken into account. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EEO POLICY**

LeMoyne-Owen College is committed to providing equal opportunity in its recruitment, admissions, educational programs, activities and employment without discrimination on the basis of age, disability, national origin, race, marital status, religion or sex.

**CERTIFICATIONS**

I understand and agree that this application is not a contract and that acceptance of employment does not constitute a contract for employment for any specified term. As such, I understand and agree that I may resign my position at LeMoyne-Owen College at any time for any reason, and that my employment may be terminated at the will of LeMoyne-Owen College at any time. In addition, I also understand that all handbooks, manuals, policies, and procedures maintained by LeMoyne-Owen College are not contractual in nature and may be amended or abolished at any time at the sole discretion of LeMoyne-Owen College.

I certify that the information furnished in this application and any supporting documents is true and complete to the best of my knowledge and belief, and I understand that any misrepresentation or omission of material fact on this or any other record submitted pertinent to employment will constitute grounds for immediate dismissal. I agree to undergo a background check as a condition of employment of the College, which will include verification of past employment, and also may include credentials, criminal and credit background checks. I authorize LeMoyne-Owen College and any of its agents to collect and use this information in connection with me seeking employment.

\_\_\_\_\_  
Applicant Printed Name

\_\_\_\_\_  
Applicant Signature and Date