



# University of Arkansas at Monticello

## MONTICELLO-CROSSETT-MCGEHEE

Personnel Office, 514 University Drive,  
P.O. Box 3597, Monticello, AR 71656  
E-mail: UAMapplications@uamont.edu

### *Application for Employment*

An application must be completed for each job title you are applying for. If you list more than one job title, you will be considered only for the first job title listed on your application. Applications are kept on file for ninety (90) days and are subsequently destroyed. Please answer all questions which apply to you; otherwise, write N/A in the appropriate blank. If additional space is needed, please use block number twenty-five (25) or attach additional sheets. Completed applications for all campuses are submitted to the above address or as indicated in the job advertisement.

### *Equal Employment Opportunity*

The University of Arkansas at Monticello is committed to the policy of providing employment opportunities to all persons, regardless of their economic or social status, and will not discriminate on the basis of race, color, religion, creed, gender, ethnic or national origin, disability, age, veteran status, gender identity, sexual orientation, or any legally protected class.

The University of Arkansas at Monticello Annual Security Report/Fire Safety Report includes statistics for the previous three years concerning reported crimes that occurred on-campus, in certain off-campus buildings, on property owned/controlled by the University, and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies addressing sexual assault, and other matters. A copy may be obtained by contacting the University Police, 284 University Drive, Monticello, AR 71656. The report is also available on the UAM web site at:

<http://uam-web2.uamont.edu/pdfs/Student%20Affairs/AnnualSecurityAndFireSafetyReport.pdf>

### *Personal*

1. Position (Specific Job Title): \_\_\_\_\_

2. Location:  Monticello  Crossett  McGehee

3. Name: \_\_\_\_\_

4. Address: \_\_\_\_\_  
(Include: Street Address, City, State and Zip)

5. Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

(Cell): \_\_\_\_\_ 6. E-mail \_\_\_\_\_

7. Date available for employment: \_\_\_\_\_ 8. Would you consider part-time work?  Yes  No

9. Have you ever worked for UAM before?  Yes  No

If yes, what department and when? \_\_\_\_\_

10. Have you ever been employed by another state-supported college or university, or a state agency?  Yes  No

If yes, what institution or agency and when? \_\_\_\_\_ Last date of employment? \_\_\_\_\_

Reason for leaving? \_\_\_\_\_ Are you eligible for rehire? \_\_\_\_\_

11. Do you have relatives employed by UAM?  Yes  No If yes, lists their name(s), relationship(s), and department(s).

12. Have you been convicted of a felony within the last five years?  Yes  No If yes, please explain in the space below.

13. Can you provide proof of citizenship or authorization to work in the U.S. upon employment?  Yes  No

Proof of eligibility must be provided within three days, pursuant to the Immigration Reform and Control Act of 1986.

14. References: Give name, address, and phone number of three references not related to you and who are not previous or current employers. References must be knowledgeable of your work relevant qualifications. Additional individuals may also be contacted.

Name	Address	Phone	Relationship

### ***Education***

15. List below high schools, trade/vocational colleges, universities, or other educational institutions attended:

Institution / Address	Major/Minor	Years Completed	Graduated Yes/No	Degree/Certificate Awarded

16. List your professional license(s) relevant to position for which you are applying. Give type of license, license number, date of expiration, and state:

17. List training workshops, seminars, or special courses attended:

18. List software applications you can operate without additional training:

19. List machines and equipment (for example, maintenance machines) you can operate:

20. List any other skills or qualifications relative to the job for which you are applying:

21. Are you a veteran of the United States military?  Yes  No Dates: \_\_\_\_\_ / \_\_\_\_\_  
From To

Have you served in the National Guard or Reserve Forces of the U.S.?  Yes  No Dates: \_\_\_\_\_ / \_\_\_\_\_  
From To

List military education, experience and duties:

The State Veteran's Preference Law bestows preference in appointment and employment for veterans, disabled veterans, and surviving spouse, provided such veterans have met "substantially equal qualifications."

## ***Employment History***

22. Starting with your most recent employer, list ALL previous employers. Include self-employment, summer, and part-time jobs, and any other relevant work experience. Explain any gaps in employment timeframe. Use block number 23 or a separate sheet if enough space is not provided.

May we contact your current employer(s)?  Yes  No May we contact your former employer(s)?  Yes  No

<b>Employer:</b>	<b>Phone Number:</b>	<b>Employment Dates:</b>
<b>Street Address</b>		<b>From:</b> <b>To:</b>
<b>City, State, Zip</b>		<b>Salary</b> Per Year, Hour, Etc
<b>Type of Business</b>		<b>Lowest</b> <b>Highest</b>
<b>Job Title:</b>	<b>Supervisor's Name:</b>	
<b>Job Duties (be specific)</b>		
<b>Reason for Leaving:</b>		

<b>Employer:</b>	<b>Phone Number:</b>	<b>Employment Dates:</b>
<b>Street Address</b>		<b>From:</b> <b>To:</b>
<b>City, State, Zip</b>		<b>Salary</b> Per Year, Hour, Etc
<b>Type of Business</b>		<b>Lowest</b> <b>Highest</b>
<b>Job Title:</b>	<b>Supervisor's Name:</b>	
<b>Job Duties (be specific)</b>		
<b>Reason for Leaving:</b>		

<b>Employer:</b>	<b>Phone Number:</b>	<b>Employment Dates:</b>
<b>Street Address</b>		<b>From:</b> <b>To:</b>
<b>City, State, Zip</b>		<b>Salary</b> Per Year, Hour, Etc
<b>Type of Business</b>		<b>Lowest</b> <b>Highest</b>
<b>Job Title:</b>	<b>Supervisor's Name:</b>	

**Job Duties (be specific)**

**Reason for Leaving:**

23. Have you ever been discharged, laid-off, or forced to resign from employment for any reason?  Yes  No If yes, please explain.

24. State any additional information you feel may be helpful to us in considering your application:

25. Use this space for those items for which there were insufficient space. Please reference item number. Also, state any additional information you feel may be helpful to us in considering your application.

***Applicant Information Survey (OPTIONAL)***

Submission of the requested information is completely VOLUNTARY and WILL HAVE NO bearing on your employment opportunities at the University of Arkansas at Monticello. The information is vital to University's Affirmative Action compliance with Titles VII and IX of the Civil Rights Act, the Rehabilitation Act of 1973 and the Vietnam Era Veterans Readjustment Act of 1974.

Male\_\_\_\_\_

Female\_\_\_\_\_

Vietnam Era Veteran\_\_\_\_\_

Disabled\_\_\_\_\_

**Racial/Ethnic Background:**

- American Indian or Alaskan Native
- Black or African American
- Caucasian/White
- Race and Ethnicity unknown

- Native Hawaiian/Pacific Islander
- Asian
- Hispanic (of any race)
- Non-Resident Alien

**How did you learn of this position opening?**

- Advertisement (specify)\_\_\_\_\_
- UAM Web Posting
- Other (please specify)\_\_\_\_\_

***Certification***

26. Check over your answers to make sure that all questions have been completed properly. If the job you are applying for requires a college degree or certification, a copy of your transcript, certificate, or license may be required as a condition of employment.

- I, the below signed individual, hereby declare that the information on this application is complete, true and accurate.
- I understand that if I am hired, that my employment is not for any definite period of time, and I may be terminated at any time.
- I understand that if I state that I have a college degree, and do not have one, that my application will be rejected or, if hired, I will be terminated in accordance with Arkansas Code § 21-12-102.
- I understand that my application may be subject to disclosure as a public record under the Arkansas Freedom of Information Act.
- I understand that certain jobs may require an acceptable driver's safety record, and that if my current or future driver's record is unacceptable under the State Driver's Risk Program, my application may be rejected and, if hired, I may be subject to termination.
- I understand that I will be required to provide proof of eligibility to work in the United States pursuant to the Immigration Reform and Control Act of 1986 as a condition of any employment.
- I understand that false, misleading, or incomplete statements could lead to my dismissal as an employee or rejection as an applicant.
- I also understand that some jobs require special background checks, security clearance, or compliance with other specific agency hiring policies prior to my employment, or as a condition of employment; and that failure to meet these requirements may lead to my rejection as an applicant for, or termination from, that job.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

If you would like to provide additional information to help us evaluate your skills and qualifications, you may attach a résumé or other documentation.