The University of Georgia

Application for Classified Temporary Employment

Name (Last, first, middle)		Phone #
Alternate phone #	Type of employment seeking: Full time ☐ Part time ☐ E-mail	
Address	City	State Zip
Currently employed by UGA? ☐ Yes ☐ No	Currently enrolled in classes at UGA? ☐ Yes ☐ No	
Former employee of UGA? ☐ Yes ☐ No If yes, when/where?	Related to a current UGA employee? ☐ Yes ☐ No If yes, name/relation?	
Have you ever been discharged or forced to resign from employment? ☐ Yes ☐ No If yes, give name of employer(s) and reason(s):		

EDUCATION (Highest level attained)

Level (HS, college, etc.)	Name of school	City	State	Years completed	Graduate? ☐ Yes ☐ No	Degree/major

Current licenses/certifications held:	Issued by:	Expiration date

Do you currently have a valid GA driver's license? ☐ Yes ☐ No Do you currently have a valid commercial GA driver's license? ☐ Yes ☐ No

EMPLOYMENT HISTORY (You may attach your resume)

Employment dates		Name/location of employer	Position held	Supervisor's name

Briefly describe major duties of previous positions (you may attach a resume)

SKILLS, KNOWLEDGE, & ABILITIES (List type and length of experience in years where applicable)

COMPUTER						SECRETARIAL/CLERICAL		TRADES	
HARDWARE		OPERATING SYSTEMS		SOFTWARE		Type	Yrs Exp	Type	Yrs Exp
Type	Yrs Exp	Type	Yrs Exp	Type	Yrs Exp				
						LABORATORY/RESEARCH		HEAVY EQUIPMENT	
PROGRAMS		LANGUAGES		OTHER		Type	Yrs Exp	Type	Yrs Exp
Type	Yrs Exp	Type	Yrs Exp	Type	Yrs Exp				
						SUPERVISORY:			

If an essential function of the job, are you able to sit and perform the required duties at a computer terminal conitnuously throughout the work day? ☐ Yes ☐ No ☐ NA

If an essential function of the job, are you able to perform manual labor often under adverse climatic conditions to include stooping, bending, sqatting, and lifting continuously throughout the work day? ☐ Yes ☐ No ☐ NA

Have you ever been convicted of a felony or drug charge, or are any felony or drug charges now pending against you? ☐ Yes ☐ No
If yes, please explain:

I certify the information given on this application is true, complete, and correct to the best of my knowledge. I understand information on this application is subject to verification and omissions or fraudulent misrepresentation may be cause for rejection or dismissal if I am employed. I further understand The University of Georgia is an Employment-at-Will employer.

Signature **Date**

The University of Georgia is an Equal Opportunity/Affirmative Action Institution