



## WORK EXPERIENCE

Starting with your most recent position, briefly describe your jobs. Do not write "See Resume." Include pertinent military or voluntary experience. If more than one position was held at any one company, list each separately. Using the same format below, you may attach additional sheets of information.

1. **Your present or last job.** Name of employer: \_\_\_\_\_

Address where you worked: \_\_\_\_\_

Your last supervisor's name and telephone number: \_\_\_\_\_

Your position: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Hours per week: \_\_\_\_\_ # persons supervised: \_\_\_\_\_ Salary: Started \$ \_\_\_\_\_ yr. Ended \$ \_\_\_\_\_ yr.

Reason for Leaving: \_\_\_\_\_

Job duties (give details): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. **Your next most recent job.** Name of employer: \_\_\_\_\_

Address where you worked: \_\_\_\_\_

Your last supervisor's name and telephone number: \_\_\_\_\_

Your position: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Hours per week: \_\_\_\_\_ # persons supervised: \_\_\_\_\_ Salary: Started \$ \_\_\_\_\_ yr. Ended \$ \_\_\_\_\_ yr.

Reason for Leaving: \_\_\_\_\_

Job duties (give details): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. **Your next most recent job.** Name of employer: \_\_\_\_\_

Address where you worked: \_\_\_\_\_

Your last supervisor's name and telephone number: \_\_\_\_\_

Your position: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Hours per week: \_\_\_\_\_ # persons supervised: \_\_\_\_\_ Salary: Started \$ \_\_\_\_\_ yr. Ended \$ \_\_\_\_\_ yr.

Reason for Leaving: \_\_\_\_\_

Job duties (give details): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## WORK EXPERIENCE CONTINUED

**4. Your next most recent job.** Name of employer: \_\_\_\_\_  
Address where you worked: \_\_\_\_\_  
Your last supervisor's name and telephone number: \_\_\_\_\_  
Your position: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Hours per week: \_\_\_\_\_ # persons supervised: \_\_\_\_\_ Salary: Started \$ \_\_\_\_\_ yr. Ended \$ \_\_\_\_\_ yr.  
Reason for Leaving: \_\_\_\_\_  
Job duties (give details): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. Your next most recent job.** Name of employer: \_\_\_\_\_  
Address where you worked: \_\_\_\_\_  
Your last supervisor's name and telephone number: \_\_\_\_\_  
Your position: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Hours per week: \_\_\_\_\_ # persons supervised: \_\_\_\_\_ Salary: Started \$ \_\_\_\_\_ yr. Ended \$ \_\_\_\_\_ yr.  
Reason for Leaving: \_\_\_\_\_  
Job duties (give details): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6. Your next most recent job.** Name of employer: \_\_\_\_\_  
Address where you worked: \_\_\_\_\_  
Your last supervisor's name and telephone number: \_\_\_\_\_  
Your position: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Hours per week: \_\_\_\_\_ # persons supervised: \_\_\_\_\_ Salary: Started \$ \_\_\_\_\_ yr. Ended \$ \_\_\_\_\_ yr.  
Reason for Leaving: \_\_\_\_\_  
Job duties (give details): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# ADDITIONAL INFORMATION

## Part 1

1. What type of employment will you accept? (Check all that apply.)

Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Regular \_\_\_\_\_ Contractual \_\_\_\_\_  
Days Only \_\_\_\_\_ Shift Work \_\_\_\_\_

2. What date are you available to start work? \_\_\_\_\_

3. What is the minimum salary you require? \$ \_\_\_\_\_ per \_\_\_\_\_

## Part 2

1. Were you ever employed by Bowie State University (BSU), another University of Maryland System (UMS) institution, or the State of Maryland? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, give agency name, location, and dates. \_\_\_\_\_

2. Is any member of your family employed at BSU? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, please provide the following information about your family member.

Name \_\_\_\_\_ Title \_\_\_\_\_

Relationship \_\_\_\_\_ BSU Department \_\_\_\_\_

## Part 3

1. Are you legally authorized to work in the U.S.? Yes \_\_\_\_\_ No \_\_\_\_\_ If No, please provide information about your VISA.

Type of VISA \_\_\_\_\_ Expiration Date: \_\_\_\_\_

2. Have you ever been convicted of any violation of law other than minor traffic violations? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, provide date, place of conviction, charges, and disposition of each case. **Note:** A conviction record will not necessarily bar you from employment. Each application will be individually considered on its own merits. \_\_\_\_\_

## Part 4

1. Your former employers and/or schools you attended will be used as references. May we contact your present employer at this time?

Yes \_\_\_\_\_ No \_\_\_\_\_ Comments: \_\_\_\_\_

## Part 5

1. How were you referred to BSU? Walk In \_\_\_\_\_ Advertisement (What Publication?) \_\_\_\_\_

Employment Agency \_\_\_\_\_ Other (Please explain) \_\_\_\_\_

Applications must be received in the Office of Human Resources by the announcement closing date. Please notify the Office of Human Resources promptly in writing of any changes in name, address, or telephone number. You must be legally authorized to work in the United States under the Immigration Reform and Naturalization Act of 1986. You may be tested for illegal drug use. Depending upon the position accepted, you may also be given a medical examination to determine your ability to perform essential functions of the position.

I hereby affirm that this application contains no willful misrepresentation or falsification and that this information given by me is true and complete to the best of my knowledge and belief. I, therefore, authorize all persons or entities to provide any relevant information in their possession to Bowie State University (BSU) or its agent for use in considering me for employment and I specifically waive any required notification. I am aware that should investigation at any time disclose any misrepresentation or falsification, my application will be disapproved, I will not be eligible for employment at Bowie State University, or if already employed, it shall be considered sufficient cause for termination.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**BOWIE STATE UNIVERSITY ACTIVELY SUBSCRIBES TO A POLICY OF EQUAL EMPLOYMENT OPPORTUNITY AND WILL NOT DISCRIMINATE AGAINST ANY APPLICANT OR EMPLOYEE BECAUSE OF RACE, AGE, COLOR, PHYSICAL OR MENTAL DISABILITY, SEX, RELIGION, NATIONAL OR ETHNIC ORIGIN, OR MARITAL STATUS.**

**BOWIE STATE UNIVERSITY**  
**Affirmative Action Program**  
**CONFIDENTIAL APPLICANT DATA FORM**

**TO THE APPLICANT:** Bowie State University (BSU or the University) is required by Federal law, Executive Order 11246 and the Vietnam's Era Veterans Readjustment Act of 1974, to request and maintain summative data regarding the racial/ethnic, sex, and veteran status of applicants for employment. This information provides BSU and the Federal government with information necessary to monitor the university's compliance with affirmative action requirements. To further its commitment to equal employment opportunity and affirmative action, BOWIE STATE UNIVERSITY REQUESTS ALL APPLICANTS TO **VOLUNTARILY** COMPLETE THIS FORM. This information is for recordkeeping purposes ONLY and will be kept separate from your employment application. Any information provided below will NOT be considered in the selection or hiring process.

<b>Last Name</b>	<b>First Name</b>	<b>Gender</b> <input type="checkbox"/> Male <input type="checkbox"/> Female
<b>Position Applying For:</b>		

**RACE/ETHNIC IDENTIFICATION – PLEASE CHECK ALL THAT APPLY**

<input type="checkbox"/> <b>Hispanic or Latino</b> (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)	<input type="checkbox"/> <b>Native Hawaiian or other Pacific Islander</b> (A person having origins in the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.)
<input type="checkbox"/> <b>American Indian or Alaska Native</b> (A person having origins in any of the original peoples of North or South America, including Central America, and who maintains tribal affiliations or community attachment.)	<input type="checkbox"/> <b>Black or African American</b> (A person having origins in any of the black racial groups of Africa.)
<input type="checkbox"/> <b>Asian</b> (A person having origin in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.)	<input type="checkbox"/> <b>White/Caucasian</b> (A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.)
<input type="checkbox"/> <b>Two or More</b>	

**VETERAN STATUS**

<input type="checkbox"/> <b>A Veteran of the Vietnam Era</b> - A "veteran of the Vietnam Era" is defined as a person who (1) served on active duty for a period of more than 180 days during the Vietnam Era and who was discharged or released therefrom with other than a dishonorable discharge, or (2) was discharged or released from active duty for a service-connected disability if any part of his or her active duty was performed during the Vietnam Era. The "Vietnam Era" is defined as (i) any active duty occurring between August 5, 1964 and May 7, 1975 or, (ii) any active duty part of which occurred in the Republic of Vietnam between February 28, 1961, and May 7, 1975.
<input type="checkbox"/> <b>An Armed Forces Service Medal Veteran</b> - An "Armed Forces Service Medal veteran" is any veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.
<input type="checkbox"/> <b>Other Protected Veteran</b> - An "other protected veteran" is a veteran who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, under the laws administered by the Department of Defense.
<input type="checkbox"/> <b>Recently Separated Veteran - One Year</b> - A "Recently separated veteran - one year" is defined as any veteran during the one-year period beginning on the date of the veteran's discharge or release from active duty.
<input type="checkbox"/> <b>Recently Separated Veteran - Three Years</b> - A "Recently separated veteran - three years" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.
<b>How did you hear about this vacancy:</b>
<input type="checkbox"/> Newspapers/Chronicle of Higher Education
<input type="checkbox"/> Website (please specify):
<input type="checkbox"/> Maryland Workforce Exchange
<input type="checkbox"/> Other State Agency (please specify):
<input type="checkbox"/> BSU Office of Human Resources
<input type="checkbox"/> Other (please specify):

*EEO-1 Job Category (to be completed by the EEO/AA Officer):* \_\_\_\_\_