COPPIN STATE UNIVERSITY
APPLICATION FOR EMPLOYMENT

An Equal Opportunity and Affirmative Action Employer

Office of Human Resources, 2500 West North Avenue
Baltimore, MD 21216-3698
(O) 410-951-3666 (F) 410-951-6777

Position Applying For: _____ **Dept.:**_____

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

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

Work Phone: (____)_____ **Home Phone:** (____)_____

Other Phone: (____)_____ **Email Address:**_____

Are you currently attending Coppin State University? Full-time_____ Part-time_____ Not attending_____

Were you ever employed by CSU, UMS or another State agency? ☐ Yes ☐ No
If yes, list agencies, departments and dates employed:

Do you currently have relatives employed by Coppin State University? ☐ Yes ☐ No
Have you ever served in any branch of the United States Armed Forces? ☐ Yes ☐ No
If yes, list branch and type of discharge:

Describe any special training skills with non-office machinery or other skills pertinent to the job for which you are applying.
_____

In order to be hired into the position for which you have applied, you must be a citizen or native of the United States or an alien lawfully admitted for United States permanent residence, or alien authorized under United States Immigration Reform and Control Act of 1986.

Education	School Name and Address	Did you Graduate?	Dates Attended	Major or Program Type	Type of Degree or Certification
High School or Grade School	Name: Street, City, State:				
College/ University	Name: Street, City, State:				
Grad School	Name Street, City, State				
Vocational/ Business School or Other	Name Street, City, State				

Have you received a high school equivalency certificate? Yes, Name of State _____ No _____

If the position for which you are applying requires a license, including driver's license, certification or other authorization to practice a trade or profession, complete the following section:

Type and/or Class	License Number	Expiration Date	Issuing Authority	State

Have you ever been convicted of any violation of law (civil or military) other than minor traffic violations? ☐ Yes ☐ No
This information will be verified. A record of conviction does not necessarily bar employment. If yes, list date(s), place(s), charge(s) and disposition(s)._____
_____

Coppin State University is in compliance with federal and state regulations regarding non-discrimination on the basis of race, color, national origin, religion, sex, marital status, age, political affiliation, veteran status, disability or other prohibited reason. Pursuant to U.S.C. §1092(F)(1)(F) ***"Disclosure of Campus Security Policy and Campus Crime,"*** *campus crime statistics can be obtained from the Department of Public Safety. You can also visit the Department of Public Safety's website (www.coppin.edu/studentlife/security) and obtain campus crime information.*

Coppin State University (CSU) annual Campus Security Report includes statistics for the previous three calendar years concerning reported crimes that occurred on campus; in certain off-campus buildings owned or controlled by CSU and area considered contiguous to the campus. Our annual Campus Security Report also outlines CSU campus safety and security policies, such as those concerning alcohol and drug use, weapons, crime prevention, the reporting of crime, sexual assault, and other matters. The Report also contains important tips to help every member of the campus community remain safe and avoid becoming a victim of crime. You can obtain a copy of this Report by contacting CSU Department of Public Safety at 410-951-3907. THE CSU CAMPUS SECURITY REPORT IS AVAILABLE ON THE WEBSITE at www.coppin.edu.

EMPLOYMENT INFORMATION

List your pertinent work history beginning with your current or most recent employer. If you held more than one position with an employee, list each job separately. Include service in the Armed Forces and pertinent volunteer experience. **If you need more space, please attach an additional sheet.**

COMPLETE ALL EMPLOYMENT INFORMATION REQUESTED. DO NOT STATE "REFER TO RESUME."

Current or Most Recent Employer: Business Type:

Street, City, State, Zip: Telephone ( )

Number of Hours Per Week: Supervisor's Name & Title:

POSITION TITLE: SALARY: $ Per

EMPLOYMENT START: Month Year EMPLOYMENT END: Month Year

Describe job duties in detail, specify supervisory duties:

Number of employees you supervised: Dates you performed as a supervisor: Start End

Reason for leaving: Resignation ____ Layoff ____ Termination ____ Still Employed ____
If still employed, explain reason for wanting to leave. If no longer employed, explain reason for leaving.
Explain:

Employer: Business Type:

Street, City, State, Zip: Telephone ( )

Number of Hours Per Week: Supervisor's Name & Title:

POSITION TITLE: SALARY: $ Per

EMPLOYMENT START: Month Year EMPLOYMENT END: Month Year

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Number of employees you supervised: Dates you performed as a supervisor: Start End

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If still employed, explain reason for wanting to leave. If no longer employed, explain reason for leaving.
Explain:

Employer: Business Type:

Street, City, State, Zip: Telephone ( )

Number of Hours Per Week: Supervisor's Name & Title:

POSITION TITLE: SALARY: $ Per

EMPLOYMENT Start: Month Year EMPLOYMENT END: Month Year

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Number of employees you supervised: Dates you performed as a supervisor: Start End

Reason for leaving: Resignation ____ Layoff ____ Termination ____ Still Employed ____
If still employed, explain reason for wanting to leave. If no longer employed, explain reason for leaving. Explain:

I hereby affirm that this application contains no willful misrepresentation and that this information given by me is true and complete to the best of my knowledge and belief. I understand that any false statements or omission of information made by me in connection with my application can be sufficient grounds for my rejection as a candidate for employment or for my immediate discharge.

_____

(Date) (Signature)

UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND ANY APPLICANT OR PROSPECTIVE APPLICANT FOR EMPLOYMENT OR ANY EMPLOYEE TO SUBMIT OR TO TAKE A POLYGRAPH, LIE DETECTOR OR SIMILAR TEST OR EXAMINATION AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. ANY EMPLOYER WHO VIOLATES THIS PROVISION IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT TO EXCEED $100. THIS PROVISION, HOWEVER, DOES NOT APPLY TO LAW ENFORCEMENT OFFICERS AS THAT TERM IS DEFINED IN MARYLAND'S CODE, ARTICLE 27, SECTION 727. 6/08