



Bowie State University

Office of Human Resources

C. Robinson Hall

Phone: (301) 860-3450

Fax: (301) 860-3453

APPLICATION FOR A TEACHING POSITION

IMPORTANT: Please furnish all the information requested below. Answer all questions on this form fully and accurately. If an item does not apply to you, or if there is no information to be given, please write NOT APPLICABLE or NA.

PLEASE TYPE, OR WRITE LEGIBLY, OR PRINT CLEARLY

PART A: PERSONAL

Teaching Field Applied For:
Name:
Present Address:
Telephone:
Permanent Address: (If different from above)
Current Position and Rank:
Current Salary:
Proposed Salary:

Name, address and phone number of persons to notify in case of emergency:

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Have you ever been convicted of any unlawful violation other than minor traffic violations?

YES____ NO____ If YES, when, where and what was the disposition of the case?

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Have you been a member of the armed forces? YES____NO____. If yes, did your military experiences have any correlation to the position for which you are applying?

Would you accept a temporary appointment, such as one semester? YES____ NO____

14000 Jericho Park Road
Bowie, MD 20715

PART B: ACADEMIC AND PROFESSIONAL

EDUCATION	NAME AND LOCATION OF SCHOOL	DATES FROM - TO	No. of years & credit Hours completed	Major	Type of Degree

Title of Master's Thesis: _____

Advisor: _____

Title of Doctoral Dissertation: _____

Advisor: _____

If doctorate has not been awarded, give time spent and number of credits received beyond the master's degree. If you expect to receive the doctorate shortly, give the approximate date.

List titles of publications, giving journal or magazine publishers, dates and recognition. If performing artist, cite exhibitions and/or performances. Use additional sheets, if necessary: label Part B-5.

List honors, awards and distinctions that you have received. Cite dates.

List affiliation with professional and educational societies and offices held (including dates). Exclude organization, the name of character of which indicates the race, creed, color or national origin of its members. DO NOT USE ACRONYMS.

Have you ever been expelled or suspended from an education institution? YES_____ NO_____. If yes, please explain.

APPLICANT'S AGREEMENT AND CERTIFICATION

I certify that the information given by me in this application is true in all respects, and I agree that if I am employed and it is found to be false in any way, that I may be subject to dismissal. I authorize the use of information in this application to enable Bowie State University to verify my statements, and I authorize the past employers, all references, and other persons to answer all questions asked by the University concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability or damages on account of having furnished such information

DATE: _____

SIGNATURE: _____

Please Note:

The information you give will be used to evaluate your qualifications and experience. You may enclose your vitae, if available, with the application. After notification of your appointment, you must request the schools attended to send an official transcripts of your record to the **Provost and Vice President for Academic Affairs, Bowie State University, Bowie, MD 20715**. If you have filed a Teacher Placement form with a graduate school, please have that institution send the form as quickly as possible to the Provost and Vice President of Academic Affairs.

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.

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

RACE/ETHNIC IDENTIFICATION – PLEASE CHECK ALL THAT APPLY

<input type="checkbox"/> Hispanic or Latino (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)	<input type="checkbox"/> Native Hawaiian or other Pacific Islander (A person having origins in the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.)
<input type="checkbox"/> American Indian or Alaska Native (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"/> Black or African American (A person having origins in any of the black racial groups of Africa.)
<input type="checkbox"/> Asian (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"/> White/Caucasian (A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.)
<input type="checkbox"/> Two or More	

VETERAN STATUS

<input type="checkbox"/> A Veteran of the Vietnam Era - 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"/> An Armed Forces Service Medal Veteran - 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"/> Other Protected Veteran - 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"/> Recently Separated Veteran - One Year - 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"/> Recently Separated Veteran - Three Years - 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.	
How did you hear about this vacancy:	
<input type="checkbox"/> Newspapers/Chronicle of Higher Education	<input type="checkbox"/> Other State Agency (please specify):
<input type="checkbox"/> Website (please specify):	<input type="checkbox"/> BSU Office of Human Resources
<input type="checkbox"/> Maryland Workforce Exchange	<input type="checkbox"/> Other (please specify):
EEO-1 Job Category (to be completed by the EEO/AA Officer): _____	