

**Background & Education Information Form**

Please complete the following requested information and sign at the bottom of this form. Completed forms should be submitted to the Georgia Tech Office of Human Resources via fax at (404) 894-1235 OR via mail/hand delivery to 500 Tech Parkway, Atlanta, GA 30332-0435.

*Please print legibly and answer all questions completely.*

PERSONAL INFORMATION	Last Name: (include Jr./Sr./III/IV if applicable)		First Name:	Middle Name:	
	Other Name(s) Used: (Maiden or Alias)		Social Security No.:	Date of Birth: MM-DD-YY	
	Current Address: (street address)		City, State and Zip:	County:	
	Have you lived in any other county or state during the past 7 years? <input type="checkbox"/> No <input type="checkbox"/> Yes    If yes, please list addresses below.				
	Former Address 1: (street address)		City, State and Zip:	County:	
	Former Address 2: (street address)		City, State and Zip:	County:	
EDUCATION	E-mail Address:		Daytime Telephone No.:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
	Place of Birth: (City and State – Please also list country if not in U.S.)		Current Driver's License No:	Issuing State:	
	Name of Institution/School/University 1:		Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Graduation Date:	Years Attended:
	Location of Institution/School/University: (City and State – Please also list country if not in U.S.)		Degree Obtained:		
PROFESSIONAL	Name of Institution/School/University 2:		Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Graduation Date:	Years Attended:
	Location of Institution/School/University: (City and State – Please also list country if not in U.S.)		Degree Obtained:		
PROFESSIONAL	Profession or Type of License/Certification:	State Issued:	License No:	If issued under different name, list name:	
	Profession or Type of License/Certification:	State Issued:	License No:	If issued under different name, list name:	
CRIMINAL HISTORY	Have you ever been convicted of, or entered a plea of guilty or no contest (Nolo Contendere) or are any charges now pending against you by any Federal, State, or other law enforcement authorities, for any criminal violation of any federal, state, county or municipal law, regulation, or ordinance, to include felonies and misdemeanors other than minor traffic violations (driving under the influence/while intoxicated, reckless driving or hit-and-run driving are not minor violations)? <input type="checkbox"/> No <input type="checkbox"/> Yes* (You must indicate Yes or No – this cannot be left blank)				
	If yes, describe details below of all criminal offense(s) including nature, circumstances, date convicted (or date arrested for cases pending a final judicial status), state convicted or charged, and any other pertinent information. Include any convictions by military trial. Use the back of this form if additional space is needed.				
		<u>Criminal Offense Details</u>	<u>List Arrest Date &amp; "Pending" or Date Convicted</u>	<u>State/County of Offense</u>	

I certify that the information I have provided to the Georgia Institute of Technology both orally and in writing, including the information provided on this form, is true, accurate and complete.

**Applicant Name (please print):** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*NOTE:** A record of criminal charges or conviction may not automatically prevent an offer of employment with the Georgia Institute of Technology. However, failure to disclose known records of criminal convictions (or criminal charges that are currently in a pending or unresolved judicial status) will be considered falsification of this document and can prevent an offer of employment. It is highly recommended that applicants provide as much known detail about a criminal history as possible.