



Background & Education Information Form

Please complete the following requested information, sign, and date 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 Names Used: (Maiden or Alias)		Social Security Number:		Date of Birth: MM-DD-YYYY	
	Current Address: Street,		City	State	Zip	County:
	Have you lived in any other county or state during the past 7 years? No: Yes (please list below):					
	Current Address: Street		City	State	Zip	County:
	Former Address: Street		City	State	Zip	County:
	Former Address: Street		City	State	Zip	County:
	Email Address:		Daytime Phone Number:		Gender: Male: Female:	
Place of Birth (City & State - also list country if not in U.S.)			Current Driver's License Number:		Issuing State:	
Education	Name of Institution/School/University 1:		Graduated? Yes: No:		Graduation Date:	
	Location of Institution/School/University: (City & State - also list country if not in U.S.)			Degree Obtained:		
	Name of Institution/School/University 1:		Graduated? Yes: No:		Graduation Date:	Years Attended:
	Location of Institution/School/University: (City & State - also list country if not in U.S.)			Degree Obtained:		
Professional	Profession or Type of License/Certification:		State Issued:	License Number:	If issued under different name, list name:	
	Profession or Type of License/Certification:		State Issued:	License Number:	If issued under different name, list name:	

This document has two pages – you must complete both of them. Please continue to the next page complete your criminal history and to certify the accuracy of the information you have provided.



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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.

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. You must include all felonies and misdemeanors other than minor traffic violations?

Examples of minor violations include:

- Parking tickets
- Speeding tickets
- Equipment violations
- Failure to stop

You must indicate "Yes" or "No." This section cannot be left blank.

Yes:

No:

If yes, describe below the details 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 page 3 if additional space is needed.**

Criminal Offense Details:

List Arrest Date and Date Convicted or "Pending" Date

Convicted

Pending

State/County of Offense

Criminal Offense Details:

List Arrest Date and Date Convicted or "Pending" Date

Convicted

Pending

State/County of Offense

Criminal Offense Details:

List Arrest Date and Date Convicted or "Pending" Date

Convicted

Pending

State/County of Offense

Criminal Offense Details:

List Arrest Date and Date Convicted or "Pending" Date

Convicted

Pending

State/County of Offense

Criminal History

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:** _____



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If necessary, please use the space below to describe additional details about any and all criminal history. Ensure that you include this page with the rest of the packet.

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Criminal History	Criminal Offense Details:		
	List Arrest Date and Date Convicted or "Pending" Date	Convicted <input type="checkbox"/> Pending <input type="checkbox"/>	State/County of Offense
	Criminal Offense Details:		
	List Arrest Date and Date Convicted or "Pending" Date	Convicted <input type="checkbox"/> Pending <input type="checkbox"/>	State/County of Offense
	Criminal Offense Details:		
	List Arrest Date and Date Convicted or "Pending" Date	Convicted <input type="checkbox"/> Pending <input type="checkbox"/>	State/County of Offense
	Criminal Offense Details:		
	List Arrest Date and Date Convicted or "Pending" Date	<input type="checkbox"/> Convicted <input type="checkbox"/> Pending	State/County of Offense
	Criminal Offense Details:		
	List Arrest Date and Date Convicted or "Pending" Date	<input type="checkbox"/> Convicted <input type="checkbox"/> Pending	State/County of Offense
	Criminal Offense Details:		
	List Arrest Date and Date Convicted or "Pending" Date	<input type="checkbox"/> Convicted <input type="checkbox"/> Pending	State/County of Offense
	Criminal Offense Details:		
	List Arrest Date and Date Convicted or "Pending" Date	<input type="checkbox"/> Convicted <input type="checkbox"/> Pending	State/County of Offense
	Criminal Offense Details:		
	List Arrest Date and Date Convicted or "Pending" Date	<input type="checkbox"/> Convicted <input type="checkbox"/> Pending	State/County of Offense