

# Employment Applications

CITATION REFERENCE

OFFICIAL TITLE

POLICY ON



## Process and Procedures

USG Institutions require an application for employment from any qualified individual who wishes to be considered for an open position. Applications will be maintained in accordance with applicable state and federal regulations. While electronic applications are the preferred method for applying for positions within the USG, this policy also addresses those who may not have access to electronic devices. Therefore, an application may be in the form of an employment application form, a resume typically accompanied by a cover letter, or an electronic application submitted through the internet, also known as an "Internet Application." Regardless of the application format used, federal and state requirements where applicable will be followed.

## Responsible Parties and Contact Information

Party	Responsibility	Phone/Email/URL
Vice Chancellor for Human Resources, USG		

## Related Documents and Resources (External)

- x Governor's Executive Order on "Ban the Box"
- x [U.S.EEOC Employment Tests and Selection Procedures](#)
- x [Department of Labor Office of Federal Contract Compliance Programs \(OFCCP\)](#)