SAS Institute Inc.
SAS Campus Drive Cary, NC 27513
Phone 919.677.8000 Fax 919.677.4444
Job Line 919.677.8000.1.5441
http://www.sas.com/

SAS Institute

Employment Application

SAS Institute is an Equal Opportunity/Affirmative Action Employer

Please Read Carefully:

All requested information must be furnished. The information you give will be used to determine your qualifications for employment. It is **important** that you answer all questions on your application fully and accurately. If an item does not apply to you or there is no information to be given, please write "NA" for Not Applicable. This record is strictly confidential and is the exclusive property of SAS Institute Inc.

One World

One Software

One Solution

Name (To be entered by Personnel Department)

Personal Data

(No application will be considered unless the specific open position is indicated.)

For Personnel use only

1. Position Title and Number for which you are applying (one only) _____

2. Phone: Area code/number ..... _____ Home

_____ Work

3. Social Security Number ..... _____

4. Name ..... _____
Last First Middle Preferred

5. Mailing address ..... _____
(Number and Street, RFD, or P.O. Box)

_____
(City, County, State, and ZIP)

Education and Training

Circle the highest grade completed

High school
9 10 11 12

High school equivalency test
Date passed _____
State awarded _____

College
Indicate years credit achieved _____

Type	Name and location of school	Dates attended From Mo/Yr	Dates attended To Mo/Yr	Graduated yes/no	Number of semester/quarter hours completed	Degree	Major or minor or field of study
High school or vocational school							
Technical institution or school							
College or university							
Graduate school							

7. Special qualifications and skills (licenses, skills with machines, publications, public speaking, proficiency in foreign languages, memberships in professional or scientific societies)

_____

_____

8. Clerical skills ..... (if required for position sought)
_____ Typing WPM _____ Shorthand WPM _____ Other

9. Computer skills (such as languages/operating systems)
_____

_____

10. Awards, honors, and fellowships received
_____

Work History

In the space provided below give your employment history, beginning with your **present** or most recent employer and list all positions held. Include military, part-time, summer, and volunteer work which might demonstrate relevant job skills. **Details on any period of unemployment must be included.** If more space is required, please attach additional sheets using the same format.

For Personnel use only

A. Name and business address of employer .....

Dates of employment ..... From Mo/Yr _____ To Mo/Yr _____ Check one: Full-time _____ Part-time _____

Title of position .....

Name and title of supervisor .....

Telephone Number

Duties and responsibilities .....

May we contact your present employer regarding your record of employment? Yes _____ No _____

Reason for leaving .....

B. Name and business address of employer .....

Dates of employment ..... From Mo/Yr _____ To Mo/Yr _____ Check one: Full-time _____ Part-time _____

Title of position .....

Name and title of supervisor .....

Telephone Number

Duties and responsibilities .....

May we contact this employer regarding your record of employment? Yes _____ No _____

Reason for leaving .....

C. Name and business address of employer .....

Dates of employment ..... From Mo/Yr _____ To Mo/Yr _____ Check one: Full-time _____ Part-time _____

Title of position .....

Name and title of supervisor .....

Telephone Number

Duties and responsibilities .....

May we contact this employer regarding your record of employment? Yes _____ No _____

Reason for leaving .....

General Information

Answer items 11 through 17 by placing an "X" in the proper column.

For Personnel use only

11. Are you authorized to work in the United States? Yes _____ No _____
Indicate how you are authorized: _____ U.S. Citizen _____ Permanent Resident
Other, please specify _____
12. Have you ever been employed by SAS Institute Inc.?
If so, give details in Item 19. Yes _____ No _____
13. Are you currently waiting for a response from an interview or other application at SAS Institute Inc.?
If so, list position titles and numbers in item 19. Yes _____ No _____
14. Are you related by blood or marriage to any person now employed by SAS Institute Inc.? If "yes," give name and relationship in item 19. Yes _____ No _____
15. Have you been dismissed or forced to resign from any position?
If so, give complete details under item 19. Yes _____ No _____
16. Have you ever been convicted of an offense against the law since your 18th birthday, or are you now under charges for any offenses against the law? If your answer is "yes," list details under item 19. **Please be sure to include any traffic offense convictions as well. Note: A conviction does not automatically mean that you cannot be considered for employment; however, any misrepresentations, omissions, or falsifications will result in your application being rejected.** Yes _____ No _____
17. Do you have a valid driver's license? License No./State _____ Yes _____ No _____
Expiration date _____
18. List three persons who are **not** related to you and who have **definite knowledge of your qualifications** for the position for which you are applying. Do not list personal references. Two of the persons listed below must be your present and/or previous manager.
May we contact the following references at this time? Yes _____ No _____

A. _____ (Name) _____ (Occupation)
_____ (Present business address) _____ (Business Phone Number)

B. _____ (Name) _____ (Occupation)
_____ (Present business address) _____ (Business Phone Number)

C. _____ (Name) _____ (Occupation)
_____ (Present business address) _____ (Business Phone Number)

19. Space for detailed answers. Indicate items to which answers apply.

Item no. _____ Details _____

Item no. _____ Details _____

Item no. _____ Details _____

Declaration of applicant

I hereby certify that there are no willful misrepresentations, omissions, or falsifications in the foregoing statements and answers to questions. I am aware that should an investigation disclose any misrepresentation, omission, or falsification, my application will be rejected, or if already employed, my employment will be terminated. I authorize SAS Institute Inc. to obtain information concerning my employment history and any other information given by me pertaining to this application. I understand that completion of this application or acceptance of an offer of employment does not create any contractual obligation between SAS Institute Inc. and me. I further understand that SAS Institute conducts pre-employment drug testing, that any employment offer is made upon satisfactory passage of a pre-employment drug screen test, and hereby consent to providing a urine sample for the purpose of such test.

I understand that this employment application is not a contract of employment. I further understand that if I am hired, I will be an employee at will and that I may voluntarily leave SAS Institute Inc.'s employment at any time and for any reason, and that I may be terminated by SAS Institute Inc. at any time for any reason.

_____ Signature _____ Date

If you will need a reasonable accommodation during the interview process please let us know.

Thank you for making an application for employment with SAS Institute Inc. SAS Institute Inc. is an Equal Opportunity/Affirmative Action employer. M/F/D/V

SAS and all other SAS Institute Inc. product or service names are registered trademarks or trademarks of SAS Institute Inc. in the USA and other countries. ® indicates USA registration.
Other brand and product names are registered trademarks or trademarks of their respective companies.