



# APPLICATION FOR EMPLOYMENT

<b>Position Information</b>	Title of position for which you are applying: <span style="border: 1px solid black; display: inline-block; width: 300px; height: 20px;"></span>			Date of Application				
	Last Name			First Name		Middle Initial		
<b>Personal Information</b>	Address		City		State	Zip		
	<b>Contact Information</b>							
	Phone: Home		Work	Cell	E-mail Address			
		School/College		Dates Attended From / To		Major	Minor	Degree(s) Earned
<b>Secondary and Postsecondary Education</b>	High School/ GED							
	College							
	College							
	College							
	Other (Specify)							
<b>Employment History</b>	<b>Please list most recent employment experience first.</b>							
	Employer			Telephone Number		Job Duties		
	Address			Dates of Employment				
	Title <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time			Hourly Rate/Salary				
Reason for Leaving								

Employment History (Continued)	Employer	Telephone Number	Job Duties
	Address	Dates of Employment	
	Title <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Hourly Rate/Salary	
	Reason for Leaving		
Employment History (Continued)	Employer	Telephone Number	Job Duties
	Address	Dates of Employment	
	Title <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Hourly Rate/Salary	
	Reason for Leaving		
Employment History (Continued)	Employer	Telephone Number	Job Duties
	Address	Dates of Employment	
	Title <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Hourly Rate/Salary	
	Reason for Leaving		
Employment History (Continued)	Employer	Telephone Number	Job Duties
	Address	Dates of Employment	
	Title <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Hourly Rate/Salary	
	Reason for Leaving		

May we contact your current employer?

Yes

No

Skills, Awards, Certificates or Professional Activities	

References	<b>Please list three references, other than relatives, who can provide information verifying qualifications, character, or work experience.</b>		
	Name and Title	Address	Phone Number
Family Relationship	For the purposes of disclosure, relative includes the following: spouse, dependent, adult child and his or her spouse, parent, spouse's parents, sibling and his or her spouse.		
	Are you a relative of any employee in the Alabama Community College system, including Jefferson State Community College, or any member of the State Board of Education? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	If yes, list the name(s), relationship, and employer/position of relative(s):		
Felony Conviction(s)	Have you ever been convicted of or pled no contest or guilty to any felony or any crime involving theft, dishonesty, violence, or sexual misconduct? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	If yes, explain below:		
Consent Agreement	I represent and warrant that the information I have given on this application is full and true to the best of my knowledge and belief. I further acknowledge that I understand that I must provide documented verification of education, experience, and required certifications and/or licensures. And further, I represent and warrant that I have answered fully and truthfully all questions regarding criminal convictions/records. <b>I understand that any offer of employment is contingent upon a satisfactory criminal background investigation and I hereby authorize my employing authority within the Alabama Community College System and/or its assigns to conduct a criminal background history investigation. I understand that in the event a conviction for a felony or any crime involving moral turpitude is found that the procedures set out in the guidelines for State Board Policy 623.01 will be followed.</b> I hereby expressly request, and give permission to, former employers and any persons who may have pertinent information concerning this application to furnish such information to college officials. I agree to hold such persons harmless, and I do hereby release them from any and all liability for damage of any nature whatsoever for furnishing such information. I understand that failure to provide full and true information on this application may result in disqualification or dismissal.		
	Signature of Applicant	Date	

Are you a member of the Alabama Community College System Applicant Pool?  Yes  No

Return to: Jefferson State Community College  
Attention Human Resources  
2601 Carson Road  
Birmingham, AL 35215  
(205) 856-7764 or 856-7899  
Fax: (205) 856-7720

It is the policy of the Alabama Department of Postsecondary Education, including all postsecondary institutions under the control of the Alabama State Board of Education, that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. (Each institution will make reasonable accommodations for qualified disabled applicants or employees.)

## EQUAL EMPLOYMENT OPPORTUNITY INFORMATION

The following information is gathered solely for the purpose of reporting data on race and ethnicity to meet federal and state requirements and will not be used to evaluate the applicant's qualifications, suitability, or desirability for employment.

Name: \_\_\_\_\_  
Last First Middle

Date of Birth: \_\_\_\_\_

**Are you Hispanic/Latino? (choose only one)**

- Yes, Hispanic or Latino  
 No, not Hispanic or Latino

:

**What is your race? (choose one or more)**

- American Indian or Alaska Native  
 Asian  
 Black or African American  
 Native Hawaiian or Other Pacific Islander  
 White

**Gender:**

- Male  
 Female

**Miscellaneous Information**

Have you ever been employed by the College? ( ) No ( ) Yes, Position \_\_\_\_\_  
Employed from \_\_\_\_\_ to \_\_\_\_\_

Names(s), relationship, and department of relative(s) presently employed by the College: \_\_\_\_\_  
\_\_\_\_\_

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