



Alabama Community College System

Application No. _____

APPLICATION FOR EMPLOYMENT

Jefferson State Community College

Position Information	Title of position for which you are applying:-						Date of Application	
	Last Name			First Name			Middle Initial	
Personal Information	Address		City			State	Zip	
	Contact Information							
	Phone: Home		Work		Cell		E-mail Address	
		School/College		Dates Attended From / To		Major	Minor	Degree(s) Earned
Secondary and Postsecondary Education	High School/ GED							
	College							
	College							
	College							
	Other (Specify)							
Additional information	Are you currently employed or have been employed within the last twelve months at an Alabama Community College System college? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list the name of the college(s) and dates: _____							
	Please list most recent employment experience first.							
Employment History	Employer			Telephone Number		Job Duties		
	Address			Dates of Employment				
	Title <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time			Hr. Rate/Salary (<i>optional</i>)				
	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	Hr. Rate/Salary (<i>optional</i>)	
	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	Hr. Rate/Salary (<i>optional</i>)	
	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	Hr. Rate/Salary (<i>optional</i>)	
	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	Hr. Rate/Salary (<i>optional</i>)	
	Reason for Leaving		

May we contact your current employer? Yes No

Skills, Awards, Certificates or Professional Activities	

Note: Please provide details of each. May use a separate sheet if necessary.

References	Please list three references, other than relatives, who can provide information verifying qualifications, character, or work experience.		
	Name and Title	Address	Phone Number
Family Relationship	For the purposes of disclosure, relative includes any person related within the fourth degree of affinity or consanguinity to any job, position, or office of profit with state or with any of its agencies.		
	Are you a relative of any employee in the Alabama Community College system, including (name of college), or any member of the Alabama Community College System Board of Trustees? <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. 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 established for the Board of Trustees policy concerning criminal background checks will be followed. I further understand that I will be responsible for the cost of said criminal background check. 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

College Name
Attention Human Resources
College Address
City, State ZIP
Telephone Number

It is the policy of the Alabama Community College System, including all postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no employee or applicant for employment or promotion, on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall 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 applicants' qualifications, suitability, or desirability for employment.

<p>Name: _____</p> <p style="text-align: center;">Last First Middle</p> <p>Date of Birth: ____ / ____ / ____</p> <p>Are you Hispanic/Latino? (Choose only one) ____ Yes Hispanic/Latino ____ No Hispanic/Latino</p> <p>What is your race? (Choose only one)</p> <p>____ White</p> <p>____ Black or African/American</p> <p>____ Asian</p> <p>____ American Indian or Alaskan Native</p> <p>____ Native Hawaiian or other Pacific Islander</p> <p>Gender: ____ Male ____ Female</p>

MISCELLANEOUS INFORMATION

<p>Have you ever been employed by the college? ____ Yes ____ No</p> <p>If yes: In what position? _____</p> <p>Employed from: _____ to: _____</p>
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