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

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| --- | --- | --- | --- | --- | --- | --- |
| **Employment History (Continued)** | Employer | | | | Telephone Number | Job Duties |
|  | | | |  |  |
| Address | | | | Dates of Employment |
|  | | | |  |
| Title | Full-time |  | Part-time | Hourly Rate/Salary |
|  | | | |  |
| Reason for Leaving | | | |  |
|  | | | |  |
| **Employment History (Continued)** | Employer | | | | Telephone Number | Job Duties |
|  | | | |  |  |
| Address | | | | Dates of Employment |
|  | | | |  |
| Title | Full-time |  | Part-time | Hourly Rate/Salary |
|  | | | |  |
| Reason for Leaving | | | |  |
|  | | | |  |
| **Employment History (Continued)** | Employer | | | | Telephone Number | Job Duties |
|  | | | |  |  |
| Address | | | | Dates of Employment |
|  | | | |  |
| Title | Full-time |  | Part-time | Hourly Rate/Salary |
|  | | | |  |
| Reason for Leaving | | | |  |
|  | | | |  |
| **Employment History (Continued)** | Employer | | | | Telephone Number | Job Duties |
|  | | | |  |  |
| Address | | | | Dates of Employment |
|  | | | |  |
| Title | Full-time |  | Part-time | Hourly Rate/Salary |
|  | | | |  |
| Reason for Leaving | | | |  |
|  | | | |  |
| **May we contact your current employer?**  Yes No | | | | | | |
| **Skills, Awards, Certificates or Professional**  **Activities** |  | | | | | |
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| --- | --- | --- | --- | --- | --- |
| **References** | **Please list three references, other than relatives, who can provide information verifying qualifications, character, or work experience.** | | | | |
| Name and Title | Address | | | Phone Number |
|  |  | | |  |
|  |  | | |  |
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| **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 Gadsden State Community College, or any member of the Alabama Community College Board Trustees? Yes 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? Yes No  If yes, explain below: | | | | |
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| **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**

Return to: Gadsden State Community College

Attention: Human Resources

P. O. Box 227

Gadsden, AL 35902-0227

Phone: (256) 549-8235 Fax: (256) 439-6812

It is the official policy of the Alabama Community College System, including postsecondary institutions under the control of the Board of Trustees, that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin, age, or other classification protected by Federal or State law, 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.)

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The following information is gathered solely for reporting purposes and will not be used to evaluate the applicant’s qualifications, suitability, or desirability for employment.

Name:

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
| Last | First | Middle |

|  |  |  |
| --- | --- | --- |
|  | |  |
| Date of Birth |  | Social Security Number |

Are you Hispanic or Latino? Yes  No

Ethnic Background (check all that apply): Gender (check one):

White Male

Black or African American

Asian Female

Unknown

Native Hawaiian or Other Pacific Islander

American Indian or Alaska Native

MISCELLANEOUS INFORMATION

Have you ever been employed by the College?  Yes  No

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | |  | | |
| Position |  | Employed from |  | to |