



# APPLICATION FOR EMPLOYMENT

<b>Position Information</b>	Title of position for which you are applying: <input type="text"/>			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			
<b>Secondary and Postsecondary Education</b>		School/College	Dates Attended From / To		Major	Minor	Degree(s) Earned
	High School/ GED						
	College						
	College						
	College						
	Other (Specify)						
<b>Additional Information</b>	<p><b>Are you currently employed or have been employed within the last twelve months at an Alabama Community College System college?</b>  <input type="checkbox"/> Yes                      <input type="checkbox"/> No</p> <p>If yes, list the name of the college(s) and dates: _____</p>						
	<b>Please list most recent employment experience first.</b>						
<b>Employment History</b>	Employer		Telephone Number		Job Duties		
	Address		Dates of Employment				
	Title <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time		Hr. Rate/Salary (optional)				
	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.**

<b>References</b>	<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
<b>Family Relationship</b>	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 the state or 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):		
<b>Felony Conviction(s)</b>	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:		
<b>Consent Agreement</b>	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 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.</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 _____	

**Visit the ACCS website at [www.accs.edu](http://www.accs.edu) and click "Job Postings" to sign up for email alerts.**

Division of Human Resources  
Alabama Community College System

**Delivery Address:** 135 South Union Street  
Montgomery, AL 36104

**Mailing Address:** Post Office Box 302130  
Montgomery, AL 36130-2130

Telephone (334) 293-4603 or (334) 293-4628

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.)