Alabama Community College System

Application No.

APPLICATION FOR EMPLOYMENT



Position Information	Title of position	on for which y	ou are applying	g:						Date of Application
	Last Name					First Name				Middle Initial
Personal Information	Address		City				State Z		Zip	
Pe				Contac	t Inform	nation				
_ E	Phone: Home		Work	Cell		iution	E-mail Address			
			School/Colle	ege		Dates Atte	ended To	Major	Minoi	Degree(s) Earned
ion	High School/ GED								1	
Secondary and Postsecondary Education	College									
Secondary and secondary Educ	College									
S Postse	College									
	Other (Specify)									
Additional Information	Community (☐ Yes	College Syst	red or have be em college? □ No ollege(s) and da		ed with	in the last	twelve	e months a	at an Al	abama
	Diagram I's ton		1							
		ost recent e	mployment ex	perience ti		. 1	1 .	1		5 (*)
Employment History	Employer					Telephone Number			JOD L	Outies
	Address				Date	Dates of Employment				
mploym	Title	□ Full-tim	ne 🗆	J Part-time	Hr. R	ate/Salary (d	optional)			
E	Reason for Le	eaving								

	Employer			Talanhana Number	Joh Dutios
Z.	Employer			Telephone Number	Job Duties
nt Histo nued)	Address			Dates of Employment	
Employment History (Continued)	Title	☐ Full-time	☐ Part-time	Hr. Rate/Salary (optional)	
Ē	Reason for L	eaving			
ıry	Employer			Telephone Number	Job Duties
nt Histc nued)	Address			Dates of Employment	
Employment History (Continued)	Title	☐ Full-time	☐ Part-time	Hr. Rate/Salary (optional)	
Ē	Reason for L	eaving			
تِّ	Employer			Telephone Number	Job Duties
Employment History (Continued)	Address			Dates of Employment	
ployme (Conti	Title	☐ Full-time	☐ Part-time	Hr. Rate/Salary (optional)	
Ē	Reason for L	eaving			
تَ	Employer			Telephone Number	Job Duties
nt Histo nued)	Address			Dates of Employment	
Employment History (Continued)	Title	☐ Full-time	☐ Part-time	Hr. Rate/Salary (optional)	
Em	Reason for L	eaving			
May we co	ntact your cu	rrent employer?	☐ Yes	□ No	
ds,					
Skills, Awards, Certificates or Professional Activities					
kills, Sertifi Profe Acti					
- 00-0					

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

	Please list three references, other than character, or work experience.	relatives, who can provide information verif	ying qualifications,		
	Name and Title	Address	Phone Number		
References					
		ncludes any person related within the fourth	degree of affinity or		
	consanguinity to any job, position, or office of	of profit with state or with any of its agencies.			
Family Relationship	Are you a relative of any employee in the Alamember of the Alabama Community College	abama Community College system, including Cosystem Board of Trustees? Yes	VCC, or any ☐ No		
Far Jati	If yes, list the name(s), relationship, and employer/position of relative(s):				
Re					
	Have you ever been convicted of or place	I no contact or quilty to any folony or any o	erima involvina thaft		
	Have you ever been convicted of or pled no contest or guilty to any felony or any crime involving thef dishonesty, violence, or sexual misconduct?				
Felony Conviction(s)	If yes, explain below:				
lon					
onv Fe					
ŏ					
	I represent and warrant that the information I have	ve given on this application is full and true to the bes	t of my knowledge and		
ement	belief. I further acknowledge that I understand required certifications and/or licensures. And fuquestions regarding criminal convictions/records satisfactory criminal background investigation Community College System and/or its assignation that in the event a conviction for a felony of	that I must provide documented verification of educather, I represent and warrant that I have answered in an arrange of the I have an an arrange of the I have a subject of	cation, experience, and d fully and truthfully all is contingent upon a cy within the Alabama tigation. I understand that the procedures		
Consent Agreement	understand that I will be responsible for the origive permission to, former employers and any programmer furnish such information to college officials. I ag	y concerning criminal background checks will cost of said criminal background check. I hereby persons who may have pertinent information concer ree to hold such persons harmless, and I do hereby ever for furnishing such information. I understand that it in disqualification or dismissal.	expressly request, and ning this application to release them from any		
	Signature of Applicant		Date		

Visit the ACCS website at www.accs.edu and click 'Job Postings' to sign up for email alerts.

Chattahoochee Valley Community College Attention: Human Resources 2602 College Drive Phenix City, AL 36869 334.214.4848

Chattahoochee Valley Community College is an equal opportunity employer. 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, shall be discriminated against on the basis of any impermissible criterion or characteristics including, without limitation, race, color, national origin, religion, martial status, disability, sex, age or any other protected class as defined by federal and state law. Chattahoochee Valley Community College will make reasonable accommodations for qualified disabled applicants or employees.

EQUAL EMPLOYMENT OPPORTUNITY INFORMATION

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	
Other la	ast name(s) by which previous re	cords may be li	sted		
Date of	f Birth				
Ethnic	Background (check one):		Gend	er (check one):	
() () () ()	American Indian or Alaskan Nati White, not of Hispanic origin Hispanic/Latino Black or African American, not o Asian Native Hawaiian or Other Pacific Multi-racial Other	f Hispanic origir	() ()	Male Female	
MISCE	LLANEOUS INFORMATION				
Have y	ou ever been employed by the C	ollege? () Ye	es () N	No	
Positio	n:	E	mployed	from	_to
How die	d you learn of this opportunity? _				

REQUEST, AUTHORIZATION, CONSENT, AND RELEASE FOR BACKGROUND INFORMATION

I have been informed and acknowledged that on April 13, 2016 the Alabama Community College System Board of Trustees adopted Policy 623.01 requiring criminal background checks for all new and current employees.

By signing this authorization, I hereby authorize the Alabama Community College System or its designee, to conduct criminal reference searches for felony and misdemeanor convictions at the statewide and national levels of every jurisdiction where I currently reside or where I have previously resided during the past seven years; national sex offender registry searches and a search of my driving record.

I understand that I may voluntarily consent to the use of my social security account number for the purpose of conducting a criminal background check. I further understand that my voluntary consent to use my social security account number is being requested for purposes of conducting a criminal background check, pursuant to the authority of the Alabama Community College System Board of Trustees policy regarding criminal background checks. I understand that neither the Alabama Community College System nor any employing authority within the Alabama Community College System will deny me any right, benefit or privilege provided by law because of my refusal to voluntarily consent to the use of my social security account number for the limited purpose of conducting a criminal background check pursuant to the Alabama Community College System Board of Trustees policy regarding criminal background checks.

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I voluntarily consent to the use of my social security account number for the limited purpose of conducting a criminal background check. Social Security #
I do not consent to the use of my social security account number for the limited purpose conducting a criminal background check.
I consent to the use of my driver's license number to be used for the limited purpose of conducting a review of my driving history.
I do not consent to the use of my driver's license number for the limited purpose conducting a review of my driving history.
The information I have given in my employment application, interviews, and/or related resumes and documents is true, complete, and accurate.
I understand and agree that if employed, and/or during any period of employment, any false statements misrepresentations of facts, or omission made by myself become known, my employment shall be subject to immediate termination.
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 wibe followed.
I have read and completely understand this release.
Applicant's Signature: Date:
Applicant's Name (Please print):
Applicant's Address:
Applicant's Birthday:
Applicant's Driver's License Number:
Applicant's Driver's License State: