



ALABAMA COMMUNITY COLLEGE SYSTEM

# APPLICATION FOR EMPLOYMENT

Shelton State Community College

## Position Information

Title of Position for which you are applying:	
Date of Application:	

## Personal Information

Last Name		First Name	Middle Initial	Maiden Name
Address		City	State	Zip
Phone	Home	Work	Cell	E-mail Address(es)

## Secondary and Postsecondary Education

	School/College	Dates Attended From/To (month/year)		Major	Minor	Degree(s) Earned
HIGH SCHOOL / GED						
COLLEGE						
COLLEGE						
COLLEGE						
COLLEGE						
OTHER (Specify)						

Continued

## Employment History

Please list most recent employment experience first.

Employer	Telephone Number	Job duties
Address	Dates of Employment	
Title	Hourly Rate/Salary	Full-time (F/T) or Part-time (P/T) ?
Reason for Leaving	Supervisor	

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Title	Hourly Rate/Salary	Full-time (F/T) or Part-time (P/T) ?
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**PLEASE ATTACH ADDITIONAL PAGE IF NEEDED**

May we contact your present employer?		Y E		S		NO
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## Skills, Certifications, Awards, or Professional Activities

### References

Name and Title	Address	Phone Number

### 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:

### Family Relationship Disclosure

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 (Shelton State Community College), or any member of the State Board of Education?

	YES
	NO

If yes, list the name(s), relationship, and employer/position of relative(s):

### 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 set out in the guidelines for State Board Policy 623.01 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

\_\_\_\_\_ Date

**Return To: Shelton State Community College**  
**Attn: Director of Human Resources**  
**9500 Old Greensboro Rd.**  
**Tuscaloosa, AL 35405**

**Phone: 205-391-2272**  
**Fax: 205-391-2374**



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.