

Alabama Community College System



**SHELTON STATE**  
COMMUNITY COLLEGE

For Office Use Only  
 Term Submitted: \_\_\_\_\_  
 EFC: \_\_\_\_\_  
 SAP Status: \_\_\_\_\_  
 Unmet Need: \_\_\_\_\_

<b>Position Information</b>	<b>WORK-STUDY APPLICATION</b>						<b>TODAY'S DATE:</b>		
	Please select the type of position(s) for which you are interested in applying: ( ) Clerical ( ) Maintenance ( ) America Reads Elementary School Tutor What is your current program of study: _____						What semester do you wish to begin working? ( ) Fall _____ Year ( ) Spring _____ Year ( ) Summer _____ Year		
	Please list areas of the College you may be interested in working:								
<b>Personal Information</b>	Last Name		First Name		Middle Initial		A#		
	Address			City		State Zip		Date of Birth	
	<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 Earned
	High School/ GED								
	College								
	Other (Specify)								
<b>Employment History</b>	Employer		Address			Telephone Number			
	Dates of Employment		Reason for Leaving			Job Duties			

May we contact your current employer? ( ) Yes ( ) No

<b>Skills, Awards, Certificates, or Professional Activities</b>	

<b>Reference</b>	<b>Please list one reference, 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 the following: spouse, dependent, adult child and his or her spouse, parent, spouse's parents, and sibling and his or her spouse.		
	Are you a relative of any employee in the Alabama Community College system, including (name of 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):		
<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?     ( ) Yes     ( ) 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. Furthermore, 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, 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.</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	

**Are you a member of the Alabama Community College System Applicant Pool?     ( ) Yes     ( ) No**

Shelton State Community College  
Attention: Enrollment Services  
9500 Old Greensboro Road  
Tuscaloosa, AL 35405  
205.391.2218  
[fa@sheltonstate.edu](mailto:fa@sheltonstate.edu)

Each institution will make reasonable accommodations for qualified disabled applicants or employees.

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.