

Alabama Community College System



SHELTON STATE
COMMUNITY COLLEGE

For Office Use Only

Term Submitted: _____
 EFC: _____
 SAP Status: _____
 Unmet Need: _____

Position Information	WORK-STUDY APPLICATION				TODAY'S DATE:				
	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:								
Personal Information	Last Name		First Name		Middle Initial		myShelton Username/SSN		
	Address			City		State Zip		Date of Birth	
	Contact Information								
	Phone: Home		Work		Cell		E-mail Address		
Secondary and Postsecondary Education			School/College		Dates Attended From/To		Major	Minor	Degree Earned
	High School/ GED								
	College								
	Other (Specify)								
Employment History	Employer		Address			Telephone Number			
	Dates of Employment		Reason for Leaving			Job Duties			

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

Skills, Awards, Certificates, or Professional Activities	

Reference	Please list one reference, other than relatives, who can provide information verifying qualifications, character, or work experience.		
	Name and Title	Address	Phone Number
Family Relationship	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):		
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:		
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. Furthermore, 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, 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 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

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.