



# APPLICATION FOR EMPLOYMENT

Position Information	Title of position for which you are applying:			Date of Application				
	<input type="checkbox"/> Ms. <input type="checkbox"/> Mr. <input type="checkbox"/> Dr.							
Personal Information	Last Name		First Name		Middle Initial			
	Address		City		State	Zip		
	If you have ever worked or attended school under another name, please list name(s):							
	<b>Contact Information</b>							
	Phone: Home		Work	Cell	E-mail Address			
Secondary and Postsecondary Education		School/College		Dates Attended From / To		Major	Minor	Degree(s) Earned
	High School/ GED							
	College							
	College							
	College							
	Other (Specify)							
Additional information	<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><b>If yes, list the name of the college(s) and dates:</b> _____</p> <p>_____</p> <p>_____</p>							

<b>Employment History</b>	<b>Please list most recent employment experience first.</b>		
	Employer	Telephone Number	Job Duties
	Address	Dates of Employment	
	Title <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Hourly Rate/Salary	
	Reason for Leaving		
<b>Employment History (Continued)</b>	Employer	Telephone Number	Job Duties
	Address	Dates of Employment	
	Title <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Hourly Rate/Salary	
	Reason for Leaving		
<b>Employment History (Continued)</b>	Employer	Telephone Number	Job Duties
	Address	Dates of Employment	
	Title <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Hourly Rate/Salary	
	Reason for Leaving		
<b>Employment History (Continued)</b>	Employer	Telephone Number	Job Duties
	Address	Dates of Employment	
	Title <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Hourly Rate/Salary	
	Reason for Leaving		
<b>Employment History (Continued)</b>	Employer	Telephone Number	Job Duties
	Address	Dates of Employment	
	Title <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Hourly Rate/Salary	
	Reason for Leaving		

May we contact your current employer?

Yes

No

<b>Skills, Awards, Certificates or Professional Activities</b>	
<b>Family Relationship</b>	For the purposes of disclosure, relative includes any person related within the fourth degree of affinity or consanguinity to do any job, position, or office of profit with the state or with any of its agencies.  Are you a relative of any employee in the Alabama Community College System, including (name of college)? <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:

1. I hereby authorize the Alabama Community College System (ACCS) to investigate all statements contained in this application. I also grant permission to the Alabama Community College System to contact all references and authorize said references to release all information concerning my previous employment and any other pertinent information these references might have, personal or otherwise, excluding any medical or health information precluded from disclosure or consideration under federal law or state law. I release all parties from all liability for any damage that may result from furnishing this information to you.
2. I understand and agree that, if hired, I shall be an at-will employee of the Alabama Community College System subject to termination, with or without cause, upon such prior notice as is required by the policies and procedures of said ACCS.
3. I understand and agree that this form is intended to be used for application for a job opening as specifically stated in the published announcement for such job opening. This application will be considered exclusively for the announced current opening and for no other position or future job opening. Consideration for a future employment opening will require submission of an additional form and other application materials during the period stated in the announcement for the opening.
4. 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 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 understand that failure to provide full and true information on this application may result in disqualification or dismissal.

\_\_\_\_\_

Signature of Applicant

\_\_\_\_\_

Date

**Please include with this application a letter of interest, a current resume, unofficial transcripts indicating degree earned, and four references with contact information. Please do not staple or bind any part of this application packet. Mail or deliver or email using PDF format to: [nikita.payne@accs.edu](mailto:nikita.payne@accs.edu)**

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

The Alabama Community College System is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion, age, gender, disability, or any other basis on which it is unlawful to discriminate.