



APPLICATION FOR EMPLOYMENT

SOUTHERN UNION STATE COMMUNITY COLLEGE

Position Information	Title of position for which you are applying:				Date of Application		
	Last Name		First Name		Middle Initial		
Personal Information	Address		City		State	Zip	
	Contact Information						
	Phone: Home		Work	Cell		E-mail Address	
		School/College		Dates Attended From / To		Major	Minor
Secondary and Postsecondary Education	High School/ GED					Degree(s) Earned	
	College						
	College						
	College						
	Other (Specify)						
Additional Information	<p>Are you currently employed or have been employed within the last twelve months at an Alabama Community College System college?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, list the name of the college(s) and dates: _____</p>						
	Please list most recent employment experience first.						
Employment History	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						

Employment History (Continued)	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		
Employment History (Continued)	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		
Employment History (Continued)	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		
Employment History (Continued)	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		
Employment History (Continued)	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

Skills, Awards, Certificates or Professional Activities	

References	Please list three references, other than relatives, who can provide information verifying qualifications, character, or work experience.		
	Name and Title	Address	Phone Number
Family Relationship	<p>For the purposes of disclosure, relative includes any person related within the fourth degree of affinity or consanguinity to any job, position, or office of profit with state or with any of its agencies.</p> <p>Are you a relative of any employee in the Alabama Community College System, including Southern Union, or any member of the Alabama Community College System Board of Trustees? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, list the name(s), relationship, and employer/position of relative(s):</p>		
Felony Conviction(s)	<p>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</p> <p>If yes, explain below:</p>		
Consent Agreement	<p>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 established for the Board of Trustees policy concerning criminal background checks 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.</p>		
	Signature of Applicant _____	Date _____	

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

Southern Union State Community College
 Attention: Human Resources
 PO Box 1000
 750 Roberts Street
 Wadley, AL 36276
 (256) 395-2211

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, on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall 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.)

SOUTHERN UNION STATE COMMUNITY COLLEGE

EQUAL OPPORTUNITY IN EDUCATION AND EMPLOYMENT

It is the official policy of the Alabama State Department of Education and Southern Union State Community College that no person in Alabama shall, on the grounds of race, color, disability, gender, 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.

SOUTHERN UNION STATE COMMUNITY COLLEGE complies with non-discriminatory regulations under Title VI, Title IX of the Civil Rights Act of 1964; Title IX Educational Amendment of 1972; and Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act of 1990. Inquiries concerning this policy may be directed to the ADA Coordinator in the Student Development Division. Grievance Procedure Forms are available in the office of each Compliance Officer and the President's Office. Southern Union State Community College is an equal employment/equal educational opportunity institution.

Inquiries of recipients concerning the application of the above regulations and their implementing regulations may be referred to either one of the Compliance Officers listed below or to the Office for Civil Rights.

Southern Union State Community College

WADLEY CAMPUS

Mr. Steve Spratlin
Compliance Officer
PO Box 1000
Wadley, AL 36276
(256) 395-2211 ext. 5105

VALLEY CAMPUS

Ms. Robin Brown
Compliance Officer
Fob James Drive
Valley, AL 36854
(334) 756-4151 ext. 5204

OPELIKA CAMPUS

Mr. Gary Branch
Compliance Officer
1701 Lafayette Parkway
Opelika, AL 36801
(334) 745-6437 ext. 5351

I have received a copy of the EQUAL OPPORTUNITY IN EDUCATION AND EMPLOYMENT policy.

Signature

Date

Printed Name

Wadley Campus
P. O. Box 1000
Wadley, AL 36276
256/395-2211

Opelika Campus
301 Lake Condy Road
Opelika, AL 36801
334/745-6437

Valley Campus
Fob James Drive
Valley, AL 36854
334/756-4151

Consent, Release & Authorization For Background Check

Applicant/Volunteer Name

Position Title

The Alabama Community College System Board of Trustees adopted a policy (currently Policy 623.01) requiring background checks related to employment and volunteer services. By signing this Consent form, I authorize the Alabama Community College System or its designee to conduct background searches for felony and misdemeanor convictions at the state and national levels of any jurisdiction, national sex offender registry searches, and other relevant information.

I understand that I may voluntarily consent to the use of my social security number for the purpose of conducting a background check. I further understand that my voluntary consent to use my social security number, or a portion thereof, is being requested for the purposes of conducting a background check pursuant to the authority of the Alabama Community College System Board of Trustees policy. 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 number, or a portion thereof, for the limited purpose of conducting background checks.

The College is requesting consent to the use of your social security number, or a portion thereof, for the limited purpose of conducting a background check.

Consent for Use of Social Security

I consent

I do not consent

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 omissions made by myself become known, my employment shall be subject to immediate termination.

I understand that Policy 623.01 will be followed and 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 background checks shall be followed.

I have read and completely understand this release.

Applicant's Signature

Date

Legal First Name

Legal Middle Name

Legal Last Name

Maiden or Other Name(s)

Address

City

State/Province

Zip/Postal Code

Email

Phone

Social Security Number

Date of Birth

Do you have a current State of Alabama Issued ID/Driver's License?

Yes

No

Are you under the age of eighteen (18)?

Yes

No

Background Screen Investigator Use Only

Results of background investigation

STATE OF ALABAMA INVESTIGATION (ALACOURT):

NATIONAL/FEDERAL INVESTIGATION (PACER):

FINGERPRINTS REQUIRED

Yes

No

NATIONAL SEX OFFENDER BACKGROUND INVESTIGATION

Candidate Department Title

Contact has been made with candidate to schedule fingerprinting.

Yes

No

National Criminal Information Center (NCIC):

I certify I have completed a background investigation on the above named individual who has applied for the position indicated above.

Investigation conducted by:

Signature

Investigator Contact Number

Date

PARENTAL/GUARDIAN CONSENT FOR MINOR CRIMINAL BACKGROUND CHECK

** This form must be completed by a parent or legal guardian and returned.**

** No minor will undergo a criminal background check without this signed consent form.**

A minor,

is applying for employment/volunteer services as

with

The employment/volunteer services process includes a criminal background check through Alabama Community College Systems process in accordance with Board Policy 623.01. As the parent or legal guardian of the above-referenced minor, I understand the purposes of these preemployment checks and hereby provide my authorization for the background check.

Signature

Guardian Name

Relationship to Minor

Date