



APPLICATION FOR EMPLOYMENT

Enterprise State Community College

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

Personal Information				
Last Name		First Name	Middle Initial	Social Security Number
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)						

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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PLEASE ATTACH ADDITIONAL PAGE IF NEEDED

May we contact your present employer?		YES		NO
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Skills, Certifications, Awards, or Professional Activities

References

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, sibling and his or her spouse.

Are you a relative of any employee of the Alabama College System, including Enterprise 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)

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. And further, I represent and warrant that I have answered fully and truthfully all questions regarding criminal convictions/records. 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


Mailing Address:
Enterprise State Community College
Attn: Human Resources
P.O. Box 1300
Enterprise, AL 36331

Street Address:
600 Plaza Drive
Enterprise, AL 36330
Phone: (334) 347-2623
Fax: (334) 393-6223

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.

EQUAL EMPLOYMENT OPPORTUNITY INFORMATION
(Optional Form)

The following information is gathered solely for reporting purposes and will not be used to evaluate the applicant's qualifications, suitability, or desirability for employment.

Last Name	First Name	Middle Name	Date of Birth
Social Security No.	Phone No.	Address	
Ethnic Background (check one): <input type="checkbox"/> Native American <input type="checkbox"/> White, not of Hispanic origin <input type="checkbox"/> Hispanic <input type="checkbox"/> African American <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Multi-racial <input type="checkbox"/> Other		Gender (check one): <input type="checkbox"/> Male <input type="checkbox"/> Female	
Miscellaneous Information			
Have you ever been employed by the College?	YES	NO	
Position	From	To	
Name(s), relationship, and department of relative(s) presently employed by the College:			
How did you learn of this job opening?			