



ALABAMA COMMUNITY COLLEGE SYSTEM

Application No. _____

APPLICATION FOR EMPLOYMENT BEVILL 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			
Secondary and Postsecondary Education	School/College		Dates Attended From / To		Major	Minor	Degree(s) Earned	
	High School/ GED							
	College							
	College							
	College							
Other (Specify)								
Employment History	Please list most recent employment experience first.							
	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			Supervisor				

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			Supervisor	
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			Supervisor	
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			Supervisor	
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			Supervisor	

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	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 in the Alabama Community College system, including Beville State Community College, or any member of the State Board of Education? <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> 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 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 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

(ONLY COMPLETE APPLICATION PACKAGES WILL BE GIVEN CONSIDERATION FOR EMPLOYMENT. A complete application file consists of: (A) letter of interest with reference to position number found on the position announcement; (B) completed BSCC Application; (C) complete transcripts; (D) resume; (E) and three letters of references with at least one letter of experience that shows the minimum qualifications if applicable.

Return to: Beville State Community College
Attention: Personnel Office
1411 Indiana Avenue
Jasper, AL 35501
Phone: (205) 387-0511 Ext. 5723

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.)

BEVILL STATE COMMUNITY COLLEGE

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
Ethnic Background (check one): <input type="checkbox"/> Native American <input type="checkbox"/> White, not of Hispanic origin <input type="checkbox"/> Hispanic <input type="checkbox"/> Black, not of Hispanic origin <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? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Position:	From:	To:	
How did you learn of this job opening?			