



ALABAMA COLLEGE SYSTEM

APPLICATION No. _____

**APPLICATION FOR EMPLOYMENT
BEVILL 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
	<i>Contact Information</i>			
	Phone	Home	Work	Cell

Secondary and Postsecondary Education		School/College	Dates Attended From/To		Major	Minor	Degree(s) Earned
	High School/ GED						
	College						
	College						
	College						
	Other (Specify)						

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	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	
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	
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	
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	

Attach additional page if needed.

May we contact your current employer?

Yes

No

Skills, Certifications, Awards or Professional Activities

References	Please list three reliable references, other than relatives, who can provide information verifying qualifications, character, or work experience.		
	Name and Title	Address	Phone Number

Family Relationship	<p><i>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.</i></p> <p>Are you a relative of any employee of the Alabama College System, including Beville State Community College, or any member of the State Board of Education? _____Yes _____No</p> <p>If yes, list the name(s), relationship, and employer/position of relative(s)</p> <p>_____</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> <p>_____</p> <p>_____</p> <p>_____</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 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> <p>_____</p>
	<p>Signature of Applicant</p>

<p>_____</p> <p>Date</p>

(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, 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. (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.

<i>Last Name</i>	<i>First Name</i>	<i>Middle Name</i>	<i>Date of Birth</i>
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?			