



APPLICATION FOR EMPLOYMENT

College Name

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	Are you currently employed or have been employed within the last twelve months at an Alabama Community College System college? <input type="checkbox"/> Yes <input type="checkbox"/> No						
	If yes, list the name of the college(s) and dates: _____						
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			Hr. Rate/Salary (optional)			
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	Hr. Rate/Salary <i>(optional)</i>	
	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	Hr. Rate/Salary <i>(optional)</i>	
	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	Hr. Rate/Salary <i>(optional)</i>	
	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	Hr. Rate/Salary <i>(optional)</i>	
	Reason for Leaving		

May we contact your current employer? Yes No

Skills, Awards, Certificates or Professional Activities	

Note: Please provide details of each. May use a separate sheet if necessary.

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 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.		
	Are you a relative of any employee in the Alabama Community College system, including (name of college), or any member of the Alabama Community College System Board of Trustees? <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 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.		
	Signature of Applicant _____		Date _____

Visit the ACCS website at www.accs.edu and click 'Job Postings' to sign up for email alerts.

Marion Military Institute
Attention Human Resources
1101 Washington Street
Marion, Alabama 36756
334-683-2368

(Institution Name) is an equal opportunity employer. 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, shall be discriminated against on the basis of any impermissible criterion or characteristics including, without limitation, race, color, national origin, religion, martial status, disability, sex, age or any other protected class as defined by federal and state law. (Institution Name) will make reasonable accommodations for qualified disabled applicants or employees.

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

EQUAL EMPLOYMENT OPPORTUNITY INFORMATION

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.

Name _____
Last First Middle

SS # _____ Date of Birth _____

Ethnic Background (check one): Gender (check one):

- Native American Male
- White, not of Hispanic origin Female (
 Hispanic
- Black, not of Hispanic origin
- Asian/Pacific Islander (
 Multi-racial
- Other

MISCELLANEOUS INFORMATION

Have you ever been employed by the College? Yes No

Position: _____ Employed from _____ to _____

Referral Source

- Advertisement Friend Relative Walk-In
 - Employment Agency MMI Website Other: _____
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