



Birmingham-Southern College

APPLICATION FOR EMPLOYMENT

Birmingham-Southern College does not discriminate on the basis of race, creed, color, national origin, religion, age, sex, handicap, disability, veteran status, marital status, sexual orientation, or any other characteristic prohibited by law in any of its employment practices, including hiring, firing, discipline, promotion and other terms and conditions of employment. WE ARE AN EQUAL OPPORTUNITY EMPLOYER. Birmingham-Southern College complies with the Alabama Child Protection Act of 1999 and E-Verify.

Date _____

Name _____
Last First Middle Initial

Street Address _____

City _____ State _____ Zip _____

Telephone () _____ Cell () _____ Email _____

Position Desired _____ Salary Needed _____

Type of work seeking Full Time Part Time Date Available: _____

Will your schedule permit you to work overtime? Yes No

Source of Referral (Please circle):

Current Employee If so, whom? _____

Internet/Website JobLink.com

Newspaper Ad JobLine

State Career Center

Have you previously been employed with Birmingham-Southern College? Yes No

If so, in what position? _____ When? _____

What was your reason for leaving? _____

Have you ever applied for employment with BSC in the past? Yes No

If so, for what position and when? _____

Are you legally authorized to work in the United States? Yes No

Are you at least age 19? Yes No

Have you ever been convicted of a crime (felony)? Yes _____ No _____
If yes, give details _____

EMPLOYMENT HISTORY

Please include all full-time and part-time employment. Start with present or most recent employer. Do not omit any employers.

| | |
|--|--|
| Present Employer _____ | Employment Dates To _____ From _____ |
| Employer Address _____ | Phone Number _____ |
| Job Title _____ | Was Position Full-Time? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Supervisor's Name _____ | |
| Starting Salary \$ _____ per _____ | Ending Salary \$ _____ per _____ |
| Reason for Leaving _____ | |
| Responsibilities _____ _____ _____ | |

| | |
|--|--|
| Past Employer _____ | Employment Dates To _____ From _____ |
| Employer Address _____ | Phone Number _____ |
| Job Title _____ | Was Position Full-Time? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Supervisor's Name _____ | |
| Starting Salary \$ _____ per _____ | Ending Salary \$ _____ per _____ |
| Reason for Leaving _____ | |
| Responsibilities _____ _____ _____ | |

| | |
|--|--|
| Past Employer _____ | Date Employed To _____ From _____ |
| Employer Address _____ | Phone Number _____ |
| Job Title _____ | Was Position Full-Time? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Supervisor's Name _____ | |
| Starting Salary \$ _____ per _____ | Ending Salary \$ _____ per _____ |
| Reason for Leaving _____ | |
| Responsibilities _____ _____ _____ | |

EDUCATION

| Schools: | Name & Location of School | Last Year Completed | Major Courses | Diploma or Degree? |
|--------------------------|---------------------------|---------------------|---------------|--------------------|
| High School | | | | |
| College | | | | |
| Business or Trade School | | Months Attended | | |

TRAINING AND SKILLS

Use this space to provide additional information about yourself including special skills, second language, membership in professional or civic organizations, certifications, or licenses (as it applies):

Computer skills

U.S. MILITARY

Branch of Service: _____ Period of Active Duty: From _____ To _____

Rank at Discharge: _____ Date of Final Discharge: _____

Were you honorably discharged? _____ If not explain. _____

Duties and special training received:

EMPLOYMENT REFERENCES

List information for three professional references.

| Name | Title | Employer | Phone |
|-------|-------|----------|-------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

CERTIFICATION AND RELEASE

I certify that the information I have given in this application for employment is true, correct and complete. I further certify that, in completing this application, I have not withheld any facts or information that would be important or relevant to Birmingham-Southern College in its consideration of my application. I understand that any misrepresentation or omission of information by me will result in my application being denied, or will be cause for my immediate termination in the event such misrepresentation or omission is discovered after I have been employed by the College.

BSC complies with the Alabama Child Protection Act of 1999. I understand that Birmingham-Southern College is required by that Act to obtain a criminal background history check on me. I consent to have this background information check obtained by and released to Birmingham-Southern College. I also agree to provide a complete, functional set of my fingerprints to the BSC campus police.

I also agree to allow Birmingham-Southern College to have a consumer investigative report made as to my employment history, motor vehicle driving record, social security information, and any other information deemed relevant to my potential employment by the College. I am aware that the background report I consent to have prepared may include information obtained from a variety of sources, including but not limited to governmental agencies, courts, law enforcement officials, and any other person, firm or entity having control or possession of any information pertaining to me or my background. I am aware that, if I choose, I may obtain, at my expense, a copy of any consumer investigative report prepared concerning me, if I make a request for such a copy in writing.

I specifically consent to allow Birmingham-Southern College to contact any person whom I have identified in this application, whether as a reference, a former employer or otherwise. By this consent, I hereby release, discharge, exonerate, hold harmless and indemnify BSC (including all its trustees, officers, employees, agents and representatives), together with any other person, firm or entity furnishing information to BSC, from any and all liabilities of every nature and kind, including but not limited to, claims for libel, slander, invasion of privacy, related tort claims, or any other claim or cause of action whatsoever, unless this release is determined to violate the law or the public policy of the State of Alabama, and, in that event, my release will be permitted to the maximum extent allowed by Alabama law.

I understand that Birmingham-Southern College may send this authorization and release to third persons or parties. I agree that a photocopy or facsimile of this document, as signed by me, will be as valid as an original.

In the event I am hired by Birmingham-Southern College, I agree to comply with and abide by all policies and procedures of the College relating to employment and conduct by employees.

Electronic Signature _____ Date _____

Last 4 digits of SSN:

For BSC use only:

Interviewed By: _____ Date: _____

Interviewed By: _____ Date: _____

Interviewed By: _____ Date: _____