



# Northwest-Shoals Community College

Office of Human Resources • P.O. Box 2545 • Muscle Shoals, AL 35662  
 (256) 331-5233 • Fax: (256) 331-5222

## APPLICATION FOR EMPLOYMENT

PERSONAL	Name - Last, First, Middle Initial		Position applied for
	Street Address		Home Phone (     )
	City, State, Zip		Business Phone (     )
	Have you ever been employed by Northwest-Shoals Community College? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes: Month and Year		Social Security Number
	Level of Employment: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary	If part-time, indicate hours available.	Salary Required
	When are you available to begin work?		Will you work overtime if required?
	Are you a citizen of the U.S.A. or a registered alien authorized to work in the U.S.A.?		
	Are you presently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No    If so, where?		
	Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No    If "yes", give the date and explain the nature of each conviction.		

EDUCATION	Schools Attended	Name and Address of School	Number of Years Attended	Did You Graduate?	Grade Average e.g. 3.2/4.0	Degree Received	Major/Minor
	High School				<del>  </del>	<del>  </del>	<del>  </del>
	College(s)						
	Graduate School(s)						
	Trade, Technical, or Business Schools						

List any additional qualifications, skills, scholastic honors, memberships in professional societies, publications, licenses, certifications, etc., which you feel are job related, that could aid in placing you at Northwest-Shoals Community College.

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# EMPLOYMENT

**This section must be completed in full.**  
Please list your employment history.  
Note any periods for which you were not employed.

<b>1</b>	Company Name (most recent employment)	Telephone No.	Number of Hours Worked per Week
	Address		Employed (State Month and Year) From:                      To:
	Supervisor Name and Title		Annual Pay Start:                      Last:
	State Job Title and Describe Your Work		Reason for Leaving

<b>2</b>	Company Name (most recent employment)	Telephone No.	Number of Hours Worked per Week
	Address		Employed (State Month and Year) From:                      To:
	Supervisor Name and Title		Annual Pay Start:                      Last:
	State Job Title and Describe Your Work		Reason for Leaving

<b>3</b>	Company Name (most recent employment)	Telephone No.	Number of Hours Worked per Week
	Address		Employed (State Month and Year) From:                      To:
	Supervisor Name and Title		Annual Pay Start:                      Last:
	State Job Title and Describe Your Work		Reason for Leaving

<b>4</b>	Company Name (most recent employment)	Telephone No.	Number of Hours Worked per Week
	Address		Employed (State Month and Year) From:                      To:
	Supervisor Name and Title		Annual Pay Start:                      Last:
	State Job Title and Describe Your Work		Reason for Leaving

Please explain all gaps in employment listed above:

May we contact the employers listed above?     Yes     No    If not, please indicate which one(s) you do not wish us to contact.

## POLICY

It is the official policy of the Alabama Postsecondary Department of Education and Northwest-Shoals Community College that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

Northwest-Shoals Community College complies with nondiscriminatory regulations under Title VI and Title VII of the Civil Rights Act of 1964; Title IX Education Amendment of 1972; Section 504 of the Rehabilitation Act of 1973; and the Americans With Disabilities Act (ADA) of 1990.

Northwest-Shoals Community College is an equal opportunity employer and is seeking applications in particular, from black persons and women, including black women.

Northwest-Shoals Community College is committed to a drug free learning and work environment through education, intervention and enforcement.

## SIGNATURE

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions, or misrepresentations may result in my dismissal. I authorize the College to make an investigation of any of the facts set forth in this application and release the College from any liability.

APPLICANTS SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

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## INFORMATION FOR REPORTING PURPOSES

*The information requested on this page is for reporting purposes only. This information will be kept in the Office of Human Resources and will not be forwarded along with the application to the Search Committee members for consideration of positions applied for.*

Date of Birth \_\_\_\_\_ Race \_\_\_\_\_  Male  Female

If interviewed, will you need special accommodations?  Yes  No

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## TRACKING INFORMATION

Please indicate below how you were made aware of the position for which you are applying for:

Notified by NW-SCC due to application being on file

NW-SCC Faculty or Staff Member

NW-SCC Web Page

NW-SCC Recruitment Effort of College Graduates

Job Posting at:  NW-SCC Campus  2-Year College  4-Year Institution  Other

Applied through the Alabama Department of Postsecondary Education

Alabama Department of Postsecondary Education's Web Page

Advertisement in:  Times Daily  Birmingham News  Franklin Times  Other

Employment Office

Other \_\_\_\_\_

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*Thank you in advance for taking time to provide us with this information.*