

**APPLICATION FOR EMPLOYMENT**

**Please Print**



**627 W. Battle Street  
Talladega, AL 35160**

Employment with Talladega College is on an At-Will basis. This means that the employment relationship may be terminated at any time by either Talladega College or the employee for any reason not expressly prohibited by law.

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Position applied for \_\_\_\_\_ Date of application \_\_\_\_/\_\_\_\_/\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip Code

Telephone #(\_\_\_\_) \_\_\_\_\_ Mobile/Other Phone#(\_\_\_\_) \_\_\_\_\_ E-Mail Address \_\_\_\_\_

If you are under 18, and it is required, can you furnish a work permit? \_\_\_\_\_ ( ) Yes ( ) No

If no, please explain \_\_\_\_\_

Have you ever been employed here before? If yes, give dates and positions: Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Position \_\_\_\_\_

Are you legally eligible for employment in this country? \_\_\_\_\_ ( ) Yes ( ) No

Date available for work: \_\_\_\_/\_\_\_\_/\_\_\_\_ what is your desired salary range? \_\_\_\_\_

Type of employment desired ( ) Full-time ( ) Part-time ( ) Temporary ( ) Seasonal

Are you able to meet the attendance requirements of the position? \_\_\_\_\_ ( ) Yes ( ) No

Driver's license number if driving is an essential job function \_\_\_\_\_ State \_\_\_\_\_

Do you have relatives employed here? ( ) Yes ( ) No. If yes, what is their name, department, and relationship?

Name Department Relationship

**Employment History**

Provide the following information of your past and current employers, assignments or volunteer activities, starting with the most recent.

From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_ Employer \_\_\_\_\_ Telephone # ( ) \_\_\_\_/\_\_\_\_/\_\_\_\_

STARTING JOB TITLE \_\_\_\_\_ FINAL JOB TITLE \_\_\_\_\_

ADDRESS \_\_\_\_\_

IMMEDIATE SUPERVISOR AND TITLE/BRIEF SUMMARY OF NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES \_\_\_\_\_

MAY WE CONTACT FOR REFERENCE? ( ) YES ( ) NO REASON FOR LEAVING \_\_\_\_\_ HOURLY RATE/SALARY \_\_\_\_\_

From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_ Employer \_\_\_\_\_ Telephone # ( ) \_\_\_\_/\_\_\_\_/\_\_\_\_

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\_\_\_\_\_

MAY WE CONTACT FOR REFERENCE? ( ) YES ( ) NO REASON FOR LEAVING \_\_\_\_\_ HOURLY RATE/SALARY \_\_\_\_\_

**SKILLS AND QUALIFICATIONS**

Summarize any training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EDUCATIONAL BACKGROUND**

Name and Location	Number of Years	Did you Graduate ( ) Yes ( ) No	Course of Study
High School _____	_____	( ) Yes ( ) No	_____
College _____ Undergraduate	_____	Major/Degree _____	_____
College _____ Graduate	_____	Major/Degree _____	_____
Other _____	_____	_____	_____

**REFERENCES**

Name	Telephone	Number of Yrs. Known
_____	( ) _____	_____
_____	( ) _____	_____
_____	( ) _____	_____
_____	( ) _____	_____
_____	( ) _____	_____

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct. I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby authorize, without reservation, the employer, its representatives or agents to obtain a criminal and/or driver's history on myself for the purpose of employment and continued employment. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard. I understand that Talladega College is an E-Verify Employer.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT**

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**TALLADEGA COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER**