



Application for Employment

RETURN APPLICATION TO:
 Human Resources Office
 College of Coastal Georgia
 3700 Altama Avenue
 Brunswick, GA 31520
 FAX 912-280-1543
 Email: jobs@ccga.edu

POSITION APPLIED FOR _____ DATE OF APPLICATION ____ / ____ / ____
 (A Separate application form is required for each position.)

NAME _____
LAST FIRST MIDDLE

ADDRESS _____
STREET CITY STATE ZIP

TELEPHONE HOME () _____ EMAIL ADDRESS _____
 WORK () _____

If you are under 18, can you furnish a work permit?..... YES NO Date available for work _____

Have you been employed here before? YES NO If yes, when and in what position? _____

Are you legally eligible for employment in this country? YES NO
 (Proof of U.S. citizenship or immigration status will be required upon employment)

Have you ever been convicted of (or pled guilty to) a felony or a misdemeanor? YES NO

If yes, give date of conviction (s) and explain. _____

May we contact your present employer (if you are now working)? YES NO

EMPLOYMENT HISTORY List your last three (3) employers, starting with the most recent.

| | | | |
|---|-------------------|--|------------------------------|
| <small>FROM</small> | <small>TO</small> | <small>EMPLOYER</small> | <small>TELEPHONE ()</small> |
| <small>JOB TITLE</small> | | <small>ADDRESS</small> | |
| <small>IMMEDIATE SUPERVISOR AND TITLE</small> | | <small>SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES</small> | |
| <small>HOURLY RATE/SALARY \$</small> | | <small>REASON FOR LEAVING</small> | |
| <small>FROM</small> | <small>TO</small> | <small>EMPLOYER</small> | <small>TELEPHONE ()</small> |
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| <small>HOURLY RATE/SALARY \$</small> | | <small>REASON FOR LEAVING</small> | |

If necessary, attach additional sheets to add other related employment.

SKILLS AND QUALIFICATIONS

Have you been told the essential functions of the job or have you been shown a copy of the job description listing the essential functions of the job? YES NO

Can you perform these essential functions with or without reasonable accommodation? YES NO

Summarize special skills and qualifications acquired from employment or other experiences that may qualify you for this position. (Examples: word processing, typing, computers and software, public relations, etc.)

EDUCATIONAL BACKGROUND

| NAME AND LOCATION | YEARS COMPLETED | DID YOU GRADUATE? | | COURSE OF STUDY |
|-------------------|-----------------|-------------------|--------|-----------------|
| | | MAJOR | DEGREE | |
| HIGH SCHOOL | | | | |
| COLLEGE | | | | |
| OTHER | | | | |

REFERENCES

| NAME | TELEPHONE | YEARS KNOWN |
|------|------------------|-------------|
| | AREA CODE () | |
| | AREA CODE () | |
| | AREA CODE () | |

Note: An applicant will be disqualified for employment for any of the following reasons:

- Conviction of a criminal drug offense shall disqualify a candidate for not less than two years. Any candidate who has been convicted of a second or subsequent criminal drug offense shall be ineligible for employment or re-employment for a period of five years from the most recent date of conviction.
- Any false statement of material fact in the application.
- The candidate is or has been a member of an organization advocating the violent overthrow of the government of the United States.
- The candidate has been convicted of a felony or crime involving moral turpitude, unless the applicant has been pardoned.
- The candidate fails to present the required document (s) or receipt showing the application for such document (s) which prove the candidate's identity and eligibility to work, according to the provisions of the Immigration Reform and Control Act of 1986.

Applicant's Statement

It is understood and agreed that any misrepresentation by me in this application or any other application documents I supply will be sufficient cause for cancellation of this application and/or separation from employment from College of Coastal Georgia (CCGA) if I have been employed. Furthermore, I understand that, if I am hired into a classified position, I will serve the first six months of employment on a provisional basis and my employment may be terminated without cause during the six months. I understand that no representative of CCGA has the authority to make any assurances to the contrary.

I give CCGA the right to investigate all references and to perform other investigative inquiries as may be necessary to confirm the facts supplied by my application and my ability to perform the duties of this position. I hereby release from liability CCGA and its representatives and all other persons, corporations, or organizations for furnishing such information.

Signature of applicant _____ Date ____ / ____ / ____

College of Coastal Georgia is an Affirmative Action/Equal Opportunity/Equal Access Employer.

CCGA does not discriminate on the basis of race, color, national origin, sex, age, disability, veterans status or any other protected category in its educational programs and activities and employment. Persons with a disability who need accommodations in the application or interview process should notify the Human Resources Office.