



Gulf Coast Community College

5230 West U.S. Highway 98
Panama City, Florida 32401-1058

(850) 769-1551

In compliance with FL Statute 119.071(5), this document serves to notify you of the purpose for the collection and usage of your Social Security number.

Gulf Coast Community College collects and uses your social security number only for the following purposes in performance of the College's duties and responsibilities. To protect your identity Gulf Coast Community College will secure your SS# from unauthorized access, never release your SS# to unauthorized parties, and assign you a unique employee/student identification number at the time of employment. This unique ID number is used for all associated employment and educational purposes at GCCC.

Human Resources Department

Your SS number is used for legitimate business purposes in compliance with

- Completing and processing the Federal I-9 (Department of Homeland Security)
- Completing and processing Federal W4, W2, 1099 (Internal Revenue Service)
- Completing and processing Federal Social Security taxes (FICA)
- Processing and Distributing Federal W2 (Internal Revenue Service)
- Completing and processing quarterly Unemployment Reports (FL Dept of Revenue)
- Completing and processing Florida Retirement Contribution reports (FL Dept of Revenue)
- Workers Comp Claims (FCCRMC and Department of Labor)
- Completing and processing Direct Deposit Files (Bank of America, ACH)
- Completing and processing 401(a), 403(b) and 457 contribution reports
- Completing and processing group health, life and dental coverage enrollment
- Completing and processing various supplemental insurance deduction reports

Admissions Department

Federal legislation relating to the Hope Tax Credit requires that all postsecondary institutions report student SSN's to the Internal Revenue Service. This IRS requirement makes it necessary for community colleges to collect the SSN of every student. A student may refuse to disclose his or her SSN to the college, but the IRS is then authorized to fine the student in the amount of \$50.00.

In addition to the federal reporting requirements, the public school system in Florida uses SSN's as a student identifier (section 229.559, Florida Statutes- new school code section 1008.386). In a seamless K-20 system, it is beneficial for postsecondary institutions to have access to the same information for purposes of tracking and assisting students in the smooth transition from one education level to the next. All SSN's are protected by federal regulations Family Educational Rights and Privacy Act (FERPA) and are NEVER released to unauthorized parties.

Providing your Social Security number is a condition of employment at GCCC.



**Gulf Coast
Community College**

5230 West Highway 98
Panama City, FL 32401-1041

APPLICATION FOR EMPLOYMENT

CHECK ONE: Faculty Administrative Support Staff Career Service

DATE OF APPLICATION: _____

All sections of this application must be completed.
Incomplete applications will not be considered. Please type or complete in ink.
Resumes or vita may be attached, but not in lieu of completing this application.

NAME (Print):	Last	First	Middle (not maiden)
ADDRESS:	Street	City	State Zip
Social Security Number:	Telephone: Home Work		
Emergency contact:	Name	Relationship	Telephone

List any other names under which records of your education or work experience may be recorded:

	Last	First	Middle (not maiden)
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NAME(S) (Print): _____

POSITION(S) APPLYING FOR: _____ Full-time Part-time
 _____ Full-time Part-time

Have you filed an application here before? Yes No If yes, when? _____
 When will you be available to begin work? _____

CERTIFICATIONS/LICENSES/SPECIAL SKILLS: List any registrations, certifications, licenses, you currently possess or have applied for (give type, number, state, and expiration dates). List any other special skills and typing test scores, if applicable. Attach documentation as appropriate.

EDUCATION: Please list ALL institutions attended.						
SCHOOLS	GRADUATE	NAME & ADDRESS OF SCHOOL	DATES ATTENDED	Semester/Quarter Hours	Major/Minor	Degree
High School GED <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>					
Junior/Community College(s)	Yes <input type="checkbox"/> No <input type="checkbox"/>					
College(s) and/or University(s)	Yes <input type="checkbox"/> No <input type="checkbox"/>					
Graduate and/or Professional	Yes <input type="checkbox"/> No <input type="checkbox"/>					
Other (Specify):	Yes <input type="checkbox"/> No <input type="checkbox"/>					

Applications are accepted only when a vacancy is available. Application materials can not be returned and the information is subject to verification. This application will be retained for a period of two years. You must request in writing to have your application activated to be considered for specific openings in the future.

TRANSCRIPTS: During the application process, photocopies of transcripts may be submitted. If hired, the college requires official transcripts from each post secondary institution attended.

EXPERIENCE

List employment for the last ten (10) years in chronological order. Begin with your most recent position and work back. Include military and volunteer work, if applicable. Explain any gaps in employment. If needed, attach additional sheets using the same format as on this application.

Name of current or most recent employer:

Address: Street City State Zip

Job Title

From:

To

Full-time: Yes No

Supervisor's Name:

Title

May we contact your present employer? Yes No
If no, please explain:

Phone Number: () - -

Duties and Responsibilities:

Reason(s) for Leaving:

Name of most recent previous employer:

Address: Street City State Zip

Job Title

From:

To

Full-time: Yes No

Supervisor's Name:

Title

Duties and Responsibilities:

Phone Number: () - -

Reason(s) for Leaving:

Name of previous employer:			
Street	City	State	Zip
Address:			
Job Title	From:	To	Full-time: <input type="checkbox"/> Yes <input type="checkbox"/> No
Supervisor's Name:		Title	
Duties and Responsibilities:		Phone Number: () _____ - _____	
Reason(s) for Leaving:			

Name of previous employer:			
Street	City	State	Zip
Address:			
Job Title	From:	To	Full-time: <input type="checkbox"/> Yes <input type="checkbox"/> No
Supervisor's Name:		Title	
Duties and Responsibilities:		Phone Number: () _____ - _____	
Reason(s) for Leaving:			

REFERENCES: List four (4) individuals (not relatives) who are willing to serve as a professional or personal reference for you. Please include persons who know your personal, employment, and educational backgrounds. Include name, title, organization, and current telephone number for each.

	Name	Title	Organization	Phone
1				
2				
3				
4				

MISCELLANEOUS INFORMATION			YES	NO
<p>Have you ever been convicted of or fined and/or sentenced for any criminal offense (misdemeanor or felony), or have you ever plead guilty or 'no contest' (nolo contendere), or had adjudication of guilt withheld for any criminal offense (misdemeanor or felony)?</p> <p>If yes, give dates and places of any convictions, pleas, fines and/or sentences, and explain or describe them. (Attach separate sheet.)</p> <p>NOTE: A conviction will not necessarily disqualify you from employment. Factors such as the seriousness and nature of the offense, age at time of the offense, and rehabilitation will also be taken into account.</p>				
Are you currently on probation or parole?				
Have you ever been terminated or asked to resign from any job? If yes, please provide the date, position, and an explanation of the circumstances.				
Do you have any relatives employed at Gulf Coast Community College? If yes, give names, title and or position:				
Do you have a valid driver's license? If yes, give State and Driver's License number:	State	Driver's License #		
Are you a U.S. Citizen, or do you have proof of employment authorization from the Immigration and Naturalization Service.				
Have you served in the Armed Forces? If yes, give branch and date of discharge.	Branch	Date of Discharge		
Do you wish to claim veteran's preference?				
Are you retired from any Florida state administered retirement plan? If yes, please state which plan and date of retirement.				

APPLICANT'S STATEMENT

I understand that this application will be given every consideration, but is not a promise of employment.

I understand that the college reserves the right to require me to submit to a medical examination, including a drug/alcohol test, prior to employment and at any time during employment to the extent permitted by law.

I understand that the college may investigate my driving and criminal record. I give the college the right to investigate all references and to secure additional information about me, if job related. I hereby release the college and its representatives from liability for seeking such information, and release all other persons, corporations, or organizations for furnishing such information.

I understand that the college has a nepotism policy, as defined in the Gulf Coast Community College Manual of Policy, Number 6.012, which disallows employment of related persons. This rule applies to regular full-time and part-time employees, but does not include adjunct positions. I understand that I may not be considered for employment if I have any relatives, to which this policy applies, employed at this college.

I understand that, should I be employed, such employment will be on a probationary period of six months from the first date of employment.

I understand that any employment relationship with the college is of an "at will" nature, which means that the employee may resign at any time and the college may discharge employees at any time with or without cause. This relationship may be modified by provisions contained in an employment contract.

I agree to abide by all rules and policies established by the Board of Trustees of Gulf Coast Community College. I understand that GCCC maintains a drug free campus and that the unlawful manufacture, distribution, dispensation, possession, or use of alcohol or any other controlled substance will result in disciplinary action up to and including termination of employment.

I hereby state that all of the information that I provide on this application, on my personal resume, transcripts, or other application materials, and in any interview is true and accurate. I understand that if I am employed and any such information is later found to have been omitted, falsified, or misleading in any respect, I may be dismissed.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE STATEMENT

Signature of Applicant _____ Date _____

Gulf Coast Community College is dedicated to the concepts of equal access and equal opportunity. The college will not discriminate because of race, color, religion, sex, age, national origin, marital status, disability, or citizenship. The college's equity coordinator will address questions and concerns, and can be reached at the the GCCC Human Resources Office, 5230 West Highway 98, Panama City, Florida, 32401, (850) 872-3894.



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Dear Applicant:

In order for this college to comply with education and equal employment opportunity regulations, we are required to compile summary data on the sex, ethnicity, and age of all applicants. The information solicited is collected for the sole purpose of providing data to be used for statistical analysis; therefore, you should not identify yourself on this form. Completing, or not completing this form is strictly voluntary and will neither enhance nor detract from your opportunity for employment at this college. The information provided on this form will not be made available to those making employment decisions.

Position: _____

Date of Application: _____

Date of Birth: _____

Please check the appropriate line.

Ethnic Background:

Gender:

____ American Indian/Alaskan Native

Male _____

____ Asian/Pacific Islander

Female _____

____ Black

____ Hispanic

____ White

____ Other

****IMPORTANT - PLEASE READ****

The Immigration Reform and Control Act of 1986 makes it illegal for employers to knowingly hire any unauthorized or illegal alien. Therefore, employer must verify the employment eligibility of all applicants hired. Applicants selected for hire must show an employer documentation to establish United States citizenship or that they are a legal permanent resident alien or an alien authorized to be employed in the United States. This documentation is required on the date of hire.

If you have any questions regarding what documentation will be required to meet this federal requirement, please check with Human Resources.

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