



5230 West Highway 98
Panama City, FL 32401-1041

APPLICATION FOR EMPLOYMENT

DATE OF APPLICATION:

All sections of this application must be completed
Incomplete applications will not be considered.

Resumes or vita may be attached, but not in lieu of completing this application

Applications are accepted only when a vacancy is available. Application materials cannot be returned and the information is subject to verification.

TRANSCRIPTS: During the application process, photocopies of transcripts **MUST** be submitted. If hired, the college requires official transcripts from each postsecondary institution attended.

NAME: Last First Middle (not maiden)

ADDRESS: Street City State Zip

Email: Telephone: Home Work Cell

Emergency Contact: Name Relationship Telephone

List any other names under which records of your education or work experience may be recorded:
Last Name First Name Middle Name
NAME(S)

POSITION APPLYING FOR: 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.

SCHOOL	GRADUATE	NAME & ADDRESS OF SCHOOL	DATES ATTENDED	SEMESTER/ QUARTER HOURS	MAJOR/ MINOR	DEGREE
High School/ GED	<input type="checkbox"/> YES <input type="checkbox"/> NO					
Junior/ Community College(s)	<input type="checkbox"/> YES <input type="checkbox"/> NO					
Graduate And/or University(s)	<input type="checkbox"/> YES <input type="checkbox"/> NO					
Other (Specify):	<input type="checkbox"/> YES <input type="checkbox"/> NO					

EXPERIENCE

List employment for the last ten (10) years in chronological order. Begin with you 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: Dates Salary Full-time: No

Supervisor's Name: Title:

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

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:

Address: Street City State Zip

Job Title: From: To: Full-time: No

Supervisor's Name: Title:

Duties and Responsibilities: Phone Number:

Reason(s) for Leaving:

Name of 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:

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

	Name	Title	Organization	Phone	Email
1.					
2.					
3.					
4.					

MISCELLANEOUS INFORMATION (Attach separate sheet, if necessary.)	YES	NO
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)? If yes, give dates and places of any convictions, pleas, fines and/or sentences, and explain or describe them. <i>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.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Are you currently on probation or parole?	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any relatives employed at Gulf Coast State College? If yes, give names, title and or position:	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a valid driver's license?	<input type="checkbox"/>	<input type="checkbox"/>
Are you a U.S. Citizen, or do you have proof of employment authorization from the Immigration and Naturalization Service.	<input type="checkbox"/>	<input type="checkbox"/>
Have you served in the Armed Forces? If yes, give branch and date of discharge.	<input type="checkbox"/>	<input type="checkbox"/>
Do you wish to claim veteran's preference? Applies to hourly (non-exempt) positions only.	<input type="checkbox"/>	<input type="checkbox"/>
Are you retired from any Florida state administered retirement plan? If yes, please state which plan and date of retirement.	<input type="checkbox"/>	<input type="checkbox"/>

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, 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 GCSC. I understand that GCSC maintains a drug free & smoke 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 State College is committed to equal access/equal opportunity in its programs, activities, and employment. For additional information, visit www.gulfcoast.edu/equity.

Name:

Position:

Date of Birth:

Date of Application:

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. 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.

Please check the appropriate line.

Gender: Female Male

Ethnicity:

- Are you Hispanic or Latino (includes persons of Cuban, Mexican, Puerto Rican, South or Central America, or other Spanish culture origin, regardless of race)? Yes No Not Disclosed
- Please select the racial category(s) with which you most closely identify by selecting the appropriate boxes. Check all that apply;

Category	Definition
<input type="checkbox"/> American Indian or Alaska Native	A person having origins in any of the original peoples of Central, North or South America, and who maintains tribal affiliation or community attachment.
<input type="checkbox"/> Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
<input type="checkbox"/> Black or African American	A person having origins in any of the black racial groups of Africa
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Island.
<input type="checkbox"/> White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
<input type="checkbox"/> Not Disclosed	

Where Did You Hear/See This Job Posting?

- College Website
 College
 News Herald
 Chronicle of Higher Ed
 Career Builder
 Career Source Center
 Other Newspaper _____
 Other Website _____

****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, employers 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. The I-9 form must be completed on the day of hire and evidence of identity within 3 business days of employee’s first day of employment.

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

Gulf Coast State College does not discriminate against any person in its programs, activities, policies or procedures on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status. All questions or inquiries regarding compliance with laws relating to non-discrimination and all complaints regarding sexual misconduct or discrimination, may be directed to Mary Nicholson, Executive Director of Human Resources/Title II/504/Title IX Coordinator and Employment Equity Officer, Gulf Coast State College, 5230 W. US Highway 98, Panama City, FL 32401; 850-872-3866; www.gulfcoast.edu.



REGISTRATION

SEX: BIRTH DATE

NAME PHONE #

ADDRESS CITY STATE ZIP

EMAIL ADDRESS:

*****SELECT ONE IN EACH CATEGORY*****

RACE

- 1. AMER. IND/AK NATIVE
2. ASIAN
3. BLACK
4. HAWAIIAN/PAC. ISLANDER
5. WHITE
6. MORE THAN 1 RACE
7. OTHER

EDUCATION LEVEL

- 1. LESS THAN HIGH SCHOOL
2. H.S. DIPLOMA/GED
3. AA/AS DEGREE
4. BA/BS DEGREE
5. MA/MS DEGREE

VETERAN STATUS

- 1. VETERAN (Vietnam Era) (service date between 8/5/64 and 5/7/75)
2. VETERAN (Non-Vietnam Era)
Percent Veteran Disability %
3. Type Discharge:

This information will be held in strict confidence according to the Privacy Act of 1974. This information is used to register job seekers with the Workforce Center. The Workforce Center is an equal opportunity employer. All employer and client services are free of charge.

PRIVACY ACT STATEMENT

Disclosure of your social security number is voluntary. It is requested however, pursuant to Section 119.071(5)(a), Florida Statutes for the administration of WIA programs, and will be used in assessing and reporting program performance and accountability to the federal government.