



Bainbridge College
 2500 E. Shotwell Street
 PO Box 990
 Bainbridge, GA 39818

Job Opportunity Information
 Web Site: <http://jobs.bainbridge.edu>

Have you registered at the BC Employment Web Site? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, Applicant ID #
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PROFESSIONAL/ADMINISTRATIVE AND STAFF EMPLOYMENT APPLICATION

Applications are accepted only for advertised positions. A separate application is required for each position. Review of applications will begin once the initial review date is reached. Applications may be hand delivered, sent electronically or mailed to the address listed above.

POSITION:		Minimum Salary Requirements:	
Last Name:	First Name:	MI:	Social Security Number:
Street Address:			
City:	State:	Zip Code:	
Home Phone:	Work Phone:	e-mail:	
Are you authorized to work and remain in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No			State Age If Under 18:
Driver's License Number:	State:	Currently Valid?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been employed by Bainbridge College? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, from _____ to _____	
Position(s) held:			
Are you related to any Bainbridge College employee? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, name:		Relationship:	
Have you ever been reprimanded or discharged from employment because of work or conduct not satisfactory?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever resigned after official notification that your work or conduct was not satisfactory?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted of any criminal drug offense?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted of a felony?*			<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes to any of the above, please explain:			
Are you a US military service veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No		Honorable Discharge? <input type="checkbox"/> Yes <input type="checkbox"/> No	

*"Convicted of a felony" means entry of a final judgment on a verdict or a finding of guilty, or a plea of nolo contendere, in a court of competent jurisdiction in a criminal case, regardless of whether an appeal is pending or could be taken. Conviction does NOT include a final judgment that has been expunged by pardon, reversed, set aside, or otherwise rendered invalid.

Education:

(check highest grade completed)

High School: 9 10 11 12 Graduate? Yes No GED Yes No

College or University Name and Location	Credit Hours		Major	Degree
	Semester	Quarter		

Other Training: Name and address of school(s)

Course of Study

Diploma/Certificate

List Current Licenses/Professional Registrations/Certifications

State

Expiration Date

Professional Memberships (Do not include those that indicate race, color, origin, sex, age, or religious beliefs.)

Honors/Awards/Recognitions

Office and Clerical Skills

User Skill: (Word processing, spreadsheets, presentations): Beginner Intermediate Advanced

Computer Skills: List the computer software programs and hardware with which you are proficient.

SOFTWARE	HARDWARE

Employment History: Show complete experience in each position beginning with your current or last position, including military experience. If you have more than one position with the same employer, list each separately. **A resume may be attached, but will not be accepted in lieu of completing the employment record.** The amount of experience and the manner in which you describe your experience may determine whether or not you are given further consideration for the position. Attach additional sheets for continuation if necessary, following the same format.

Employer: _____ Employment Dates: From: _____ To: _____

Your Job Title: _____ Salary: _____

Address: _____

Supervisor: _____ Title: _____ Phone: _____

Description of Work: _____

Reason for Leaving: _____ May we contact this employer? Yes No

Employer: _____ Employment Dates: From: _____ To: _____

Your Job Title: _____ Salary: _____

Address: _____

Supervisor: _____ Title: _____ Phone: _____

Description of Work: _____

Reason for Leaving: _____ May we contact this employer? Yes No

Employer: _____ Employment Dates: From: _____ To: _____

Your Job Title: _____ Salary: _____

Address: _____

Supervisor: _____ Title: _____ Phone: _____

Description of Work: _____

Reason for Leaving: _____ May we contact this employer? Yes No

Employer: _____ Employment Dates: From: _____ To: _____

Your Job Title: _____ Salary: _____

Address: _____

Supervisor: _____ Title: _____ Phone: _____

Description of Work: _____

Reason for Leaving: _____ May we contact this employer? Yes No

References: Please list the names and telephone numbers of three professional references (co-workers, colleagues, customers, and/or supervisors other than those listed above).

Name	Relationship	Telephone Number

PLEASE READ CAREFULLY

Bainbridge College does not discriminate in hiring or in the terms or conditions of employment on the basis of race, color, religion, sex, national origin, Vietnam-era veteran, disability status or sexual orientation. Federal law prohibits discrimination on the basis of age against persons 40 and older. No question on this application is intended to secure information to be used for such discrimination.

INVITATION TO IDENTIFY

Bainbridge College abides by Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 which requires government contractors to take affirmative action to employ and advance in employment qualified disabled veterans and veterans of the Vietnam era. If you are a disabled veteran covered by this program and would like to be considered under the affirmative action program, please tell us.

Bainbridge College also complies with the Americans With Disabilities Act, which prohibits discrimination against persons with disabilities and requires that reasonable accommodations be made in order to employ such persons. If you are a person with a disability and would like special accommodations if invited for an interview, or would like to provide us with pertinent information, please tell us.

This information is voluntary and, if hired, refusal to provide it will not subject you to discharge or disciplinary treatment. All employees and applicants for employment are protected from coercion, intimidation, interference or discrimination for filing a complaint or assisting in an investigation under this Act. Information obtained concerning individuals shall be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans, and regarding necessary accommodations, and (ii) first aid personnel may be informed, when and to the extent appropriate, if the condition might require emergency treatment. In order to assure proper placement of all employees, we do request that you answer the following questions: If you have a disability which might affect your performance or create a hazard to yourself or others in connection with the job for which you are applying, please state the following: (1) the skills and procedures you use or intend to use to perform the job notwithstanding the disability and (2) the accommodations we could make which would enable you to perform the job properly and safely, including special equipment, changes in the physical layout of the job, elimination of certain duties relating to the job or other accommodations.

APPLICATION ACKNOWLEDGEMENT

I hereby authorize Bainbridge College to investigate my background, references, employment record and other matters related to my suitability for employment. This may include a criminal background check and a check on my driving record. I also authorize my former employers or any third party to disclose to Bainbridge College all reports and other information related to my suitability for employment, personal or otherwise, without giving me prior notice of such disclosure. I hereby release Bainbridge College, former employers, and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

- I understand that employment into a driving position is dependent upon a safe driving record.
- I understand that employment into a short term or temporary position may be terminated without cause at any time.
- I understand falsification or omission of facts is sufficient cause for dismissal if an applicant is hired, regardless of the date of discovery.
- My signature below asserts that all information given in this application is true, and acknowledges my understanding and agreement with all material and conditions as stated.

Applicant Signature

Date

Bainbridge College
APPLICANT DATA RECORD

Bainbridge College is an Equal Opportunity/Affirmative Action Employer and complies with all applicable federal and state regulations. We are required to solicit the information indicated below. This information is kept for statistical reporting Federal EEO/AA requirements. Once received this information will be kept separate from your application materials and will be treated in a highly confidential manner. Your responses are voluntary and your cooperation in providing this information is appreciated. Please return this form to: Affirmative Action Officer, Bainbridge College, P O Box 990, Bainbridge, Georgia 39818.

Please Print

Name: (Last, First, MI)	Date:
Address:	
Position/Discipline Applied For:	

Referral Source

- Advertisement Friend Relative
 Employment Agency Web Site Other _____
 University System of Georgia Applicant Clearinghouse

Ethnicity

- White (not of Hispanic Origin): A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
 Black (not of Hispanic Origin): A person having origins in any of the Black racial groups of Africa.
 Hispanic: A person of Mexican, Puerto Rican, Cuban, Central or South America, or other Spanish culture or origin, regardless of race.
 Asian or Pacific Islander: A person having origins in any original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippines Islands, Samoa, India, Pakistan, and Bangladesh.
 American Indian or Alaskan native: A person having origins in any of the original peoples of North America who maintains cultural identification through tribal affiliation or community recognition.

Gender

- Male Female

Check if any of the following are applicable:

- Vietnam Era Veteran Disabled Veteran Person with Disability

- I decline to participate in this survey.