



Application for Employment

Human Resources
P.O. Box 197
Mt. Vernon, GA 30445-0197
Phone (912) 583-3287
Fax (912) 583-4816
Email: nshepard@bpc.edu

Please print or type

PERSONAL INFORMATION

Date _____ Email Address _____

Name _____

Last First

Middle

Home Address _____

Street

City

State Zip

Phone Number _____

EMPLOYMENT DESIRED

Position _____ Date You Can Start _____ Salary Desired _____

Are You Employed Now? Yes No If So May We Inquire of Your Present Employer? Yes No

Special Training or Skills That Would Be Beneficial In the Job for Which You Are Applying:

EDUCATION

(Chronological Order)	From	To	Degree	Major	Minor
1 .					
2 .					
3 .					
4 .					
5 .					
6 .					

Next Degree Objective

Major

Requirements to Be Met:

FORMER EMPLOYERS

Begin With Your Current or Most Recent Position

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
From				
To				
From				
To				
From				
To				
From				
TO				
From				
To				
From				
To				

REFERENCES: Give Below the Names of Three Persons Not Related To You, Whom You Have Known At Least One Year

Name	Address	Business	Years Acquainted
1 .			
2 .			
3 .			

List the Professional and Community Organizations In Which You Hold Active Membership.

On a separate Sheet (Below) Briefly State Your Educational Philosophy and Include Your Reason for Wanting to Be Associated with a Church Related College.

Yes No I authorize representatives of Brewton-Parker College to make inquiries concerning my employment, credit history with former employer(s), and to perform a background check. I certify that the information contained in this application is complete and correct.

Date _____ Applicant's Signature _____

DO NOT WRITE BELOW THIS LINE

Interviewed and Recommended by _____

Date _____

REMARKS

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Neatness		Character	
Personality		Ability	

Employed	Position	Will Report	Salary Wages
Dept.	Approved: 1.	2.	
	Division Administrator	President	
Account # _____			

Briefly state your educational philosophy and include your reason for wanting to be associated with a church related college.



NOTIFICATION AND RELEASE

The information contained in my application for employment with Brewton-Parker College (hereinafter, "The College") is true to the best of my knowledge and belief. I understand that any misrepresentation or false statement made by me in connection with the application or any related documents which is deemed material by The College shall result in The College not employing me or, if employed, terminating my employment. I understand and agree that all information furnished in my application and all attachments may be verified by The College or its authorized representative. I hereby authorize all individuals and organizations named or referred to in my application and any law enforcement organization to give The College all information relative to such verification and hereby release such individuals, organizations and The College from any and all liability for any claim or damage resulting therefrom. I hereby acknowledge that I have been informed by The College that The College may seek to obtain a consumer report and/or investigative report that will include personal information regarding me, including but not limited to, educational history, work references, driving record, drug testing and criminal convictions or arrest records if allowed, in order to assist The College in making certain employment decisions. I further acknowledge notification by The College that reports may be provided to The College by other firms subcontracted for that purpose. I, my heirs, assigns and legal representatives, hereby release and fully discharge The College, its parent and affiliated companies and the respective officers, directors, employees, agents of each, including subcontractors, from any and all claims, monetary or otherwise, that I may have against The College, its parent, affiliates or subcontractors, arising out of the making, or use of, either a consumer report and/or investigative report, including any errors or omissions contained or omitted from such reports or investigations. The College agrees to inform you if an employment decision has been influenced by information contained in a consumer report, made at our request. You may obtain a free copy of the report within sixty days by calling The College at (912) 583-3287. The College will make available to you "A Summary of Your Rights Under The Fair Credit Reporting Act."

PLEASE PRINT

Name (First, Middle, Last) _____ Date of Birth (mo/day/yr) ____/____/____
 Maiden Name or "AKA" (First, Middle, Last) _____ Dates Used (yr) from ____ to ____
 Social Security # _____ - _____ - _____ Driver's License # _____ State _____

Current and previous address(es). PROVIDE ALL ADDRESSES FOR PREVIOUS 7 YEARS. (Use extra page if necessary)

Street _____ From _____

City, County, State, Zip _____ To _____

Street _____ From _____

City, County, State, Zip _____ To _____

Street _____ From _____

City, County, State, Zip _____ To _____

Applicant Signature _____ Date _____

(signature required)

For Employer Use Only: Please mark (<input type="checkbox"/>) the searches to be conducted		
<input checked="" type="checkbox"/> National Criminal File Search Plus	\$6.50	Optional reports:
• County Criminal - All Counties past 7 years		_____ Motor Vehicle Records \$3.50
• Statewide Criminal		_____ Employment verification \$9.10 each
• Federal Criminal - Nationwide		_____ Reference verification \$7.70 each
• Civil Records - (All Counties past 7 years)		_____ Education verification (highest completed) \$8.40
• Parole & Probation Records		_____ Credential Verification \$11.20
• Sexual / Violent Offender Registries		_____ Credit Report \$6.30
• Social Security Verification		_____ Workers' Compensation Records \$12.60
• Residency History		(Required for all maintenance positions)
• Search Maiden Name, Birth Name or "AKA" (each name constitutes an additional search)		