

JACKSONVILLE COLLEGE

Employment Application Form

(Please Print Legibly)



Jacksonville College exists to provide a **quality education** from a **biblical worldview** that challenges minds, transforms lives, and equips students for servant leadership and lifelong learning.

Date: _____

Last Name: _____ First Name: _____ Middle Initial: _____

Mailing Address: _____ City/State/Zip: _____

Telephone Number: _____ Age (If under 18 years old): _____

Social Security Number: _____ - _____ - _____

Position and Salary Desired: _____

Please circle days available to work (if hours are limited on certain days please note that below the day):

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

How many hours, per week, can you work? _____ Can you work nights? _____

Employment Desired (Please circle one): Full-Time Only Part-Time only Full or Part-Time

Date available for work? _____

EDUCATION

Type of School	Name of School	Location (mailing address)	Number of Years Completed	Major and Degree
High School				
Business/Trade School				
College				
Graduate School				

JACKSONVILLE COLLEGE

Employment Application Form

(Please Print Legibly)

Have you ever been in the Armed Forces? Yes No

Are you now a member of the National Guard? Yes No

Specialty _____ Date Entered _____ Discharge Date _____

Do you have a Driver's License? Yes No License Number: _____ State: _____

Do you have any of the following (please indicate by circling all that apply):

Commercial (CDL) Chauffeur License Expiration Date: _____

What is your means of transportation to work? _____

Have you had any transportation accidents during the last three years? Yes No How Many? _____

Have you had any moving violations during the last three years? Yes No How Many? _____

Have you ever been convicted of a crime? Yes No

If yes, explain number of conviction(s), nature of offenses(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. _____

WORK EXPERIENCE

Please list your work experience for the past **FIVE** (5) years beginning with your most recent job held.

Name of Employer: _____

Address: _____ City/State/Zip Code: _____

Phone Number: _____ Name of Supervisor: _____

Job Title: _____

Employment Dates Start: _____

End: _____

Reason for Leaving (Be Specific): _____

List the duties/jobs you performed and any advancements/promotions obtained while you worked at this company: _____

May we contact your current employer? Yes No

Name of Employer: _____

JACKSONVILLE COLLEGE

Employment Application Form

(Please Print Legibly)

Address: _____ City/State/Zip Code: _____

Phone Number: _____ Name of Supervisor: _____

Job Title: _____

Employment Dates Start: _____ Pay or Salary Start: _____

End: _____ Final: _____

Reason for Leaving (Be Specific): _____

List the duties/jobs you performed and any advancements/promotions obtained while you worked at this company: _____

Name of Employer: _____

Address: _____ City/State/Zip Code: _____

Phone Number: _____ Name of Supervisor: _____

Job Title: _____

Employment Dates Start: _____

End: _____

Reason for Leaving (Be Specific): _____

List the duties/jobs you performed and any advancements/promotions obtained while you worked at this company: _____

Please use the lines below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

Jacksonville College holds as a high priority the integration of faith, learning, and living. The College is affiliated with the Baptist Missionary Association of Texas and the Southern Baptist of Texas Convention. We require our employees to be committed Christians, active in the church of their choice.

JACKSONVILLE COLLEGE

Employment Application Form

(Please Print Legibly)

Are you presently an active member of a church (please circle one)? Yes No

Name Of Church: _____ Pastors Name: _____

Phone Number: _____

Please provide a statement of your Christian faith:

If you are applying for an instructor's position, please explain your teaching philosophy on the lines below. If more space is required, please attach a separate sheet to the back of this application.

Please list two (2) references other than relatives or previous employers.

Name: _____

Phone Number: _____

Address: _____

E-Mail Address: _____

Name: _____

Phone Number: _____

Address: _____

E-Mail Address: _____

PLEASE READ THE FOLLOWING CAREFULLY

JACKSONVILLE COLLEGE

Employment Application Form

(Please Print Legibly)

APPLICATION FORM WAIVER

In exchange for the consideration of my job application by Jacksonville College (hereinafter called "the Institution"), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Institutional practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of Jacksonville College, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the President of the Institution. Both the undersigned and Jacksonville College may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Institution may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Institution permission to contact schools, previous employers (unless otherwise indicated), references, and others, conduct a background check, and hereby release the Institution from any liability as a result of such contact.

I also understand that (1) the Institution has a drug and alcohol policy that provides for pre-employment testing as well as testing after employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy. I further understand that continued employment may be based on the successful passing of job-related physical examinations.

I understand that, in connection with the routine processing of your employment application, the Institution may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, the Institution, will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that my employment with the Institution shall be probationary for a period of sixty (60) days, and further that at any time during the probationary period or thereafter, my employment relation with the Institution is terminable at will for any reason by either party.

Signature of Applicant: _____ **Date:** _____

This Institution is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, national origin, citizenship, age or disability. We assure you that your opportunity for employment with this Institution depends solely on your qualifications.

Thank you for completing this application form and for your interest in our Institution.