

# NORTH FLORIDA COMMUNITY COLLEGE

325 NW Turner Davis Drive, Madison, Florida 32340

# APPLICATION FOR EMPLOYMENT

**NOTE:** If you require more space than provided, please attach a separate sheet(s).

## PERSONAL

Name			
Street		City	
State	Zip	Social Security Number (last 4 numbers only) XXX-XX-_____	
Home Phone		Best Time to Call	*See Below
		Business Phone	Best Time to Call

## POSITION DESIRED:

Today's Date
1. Are you legally authorized to work in the United States? ____ Yes ____ No 2. Will you now or in the future require sponsorship for employment visa status (e.g., E-3, H-1B, O-1, TN, etc. visa status)? ____ Yes ____ No.
Email Address:
<input type="radio"/> Full Time <input type="radio"/> Part Time <input type="radio"/> Temporary

\* Social Security number is used for Identification; Tax reporting and benefits eligibility if hired.  
Statutory Authority: Sec. 6109, I.R.C.; Sec. 119071(5) (a) Florida Statutes - Mandated

## EDUCATION

Name and Location	From	To	Curriculum	Date Graduated
High School				
College			Major	Degree
Other				

## SPECIAL SKILLS OR TRAINING

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## EMPLOYMENT (Start with most recent. Include all periods of employment. If needed, use an additional sheet of paper)

May we contact your current employer? \_\_\_\_ Yes \_\_\_\_ No IF No, Why? \_\_\_\_\_

From	To	Employer	Phone ( )	City, State, Zip
Job Title		Duties		
Supervisors Name & Email address				
Starting Salary/Wages				
Final Salary/Wages		Reasons for leaving		
From	To	Employer	Phone ( )	City, State, Zip
Job Title		Duties		
Supervisors Name & Email address				
Starting Salary/Wages				
Final Salary/Wages		Reasons for leaving		

Applications of individuals that are not selected for a posted position will be kept in an Active File for six (6) months. The application will automatically be considered should the same position come available in that six (6) month time frame. Unsolicited applications are held for 30 days.

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Job Title		Duties		
Supervisors Name				
Starting Salary/Wages				
Final Salary/Wages		Reasons for leaving		
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Job Title		Duties		
Supervisors Name				
Starting Salary/Wages				
Final Salary/Wages		Reasons for leaving		

**Any yes answer in this section will not automatically disqualify you from the position.**

Have you ever been terminated or asked to resign from any job? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 (If yes, please explain on a separate sheet)

Are you currently on probation or parole or have any charges pending? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 (If yes, please explain on a separate sheet)

Have you ever been convicted or fined and/or sentenced for any offense, or have you ever plead guilty or "no contest" (nolo contendere) or had adjudication of guilt withheld for any criminal offense? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 (If yes, please explain on a separate sheet)

**US MILITARY RECORD**

Branch of Service	From	To	Duties	Discharge Date

**REFERENCES (Do not use names of relatives)**

Name	Address	Email Address

**APPLICANT'S STATEMENT (Do Not sign until you have read the statement below)**

I understand that this application will be given every consideration, but is not a promise of employment. I hereby state that all of the information that I provide on this application, on my personal resume, transcripts, 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 (regardless of the time that has passed), that I may be dismissed. I authorize investigation of all statements contained in this application for employment. I give North Florida Community College the right to investigate all references and to conduct a criminal background investigation (including fingerprinting), both in State and out of State, 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 person, corporations, or organizations for furnishing such information.

**This form is valid without a signature if submitted electronically.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

I understand that this form is valid without a signature if submitted electronically.  
 Submitted electronically? \_\_\_\_\_ Yes \_\_\_\_\_ No (if no, must be signed)

***North Florida Community College is an equal access/equal opportunity employer. Applicants with disabilities who need assistance in the application or hiring process should contact the Human Resources Office at 850/973-9487, or send written inquiries to the address below.***

**Director of Human Resources, 325 NW Turner Davis Drive, Madison FL 32340**

## NORTH FLORIDA COMMUNITY COLLEGE APPLICANT INFORMATION SUPPLEMENT

North Florida Community College is committed to Equal Access and Equal Opportunity. The College will not discriminate in its employment practices or in the admission and treatment of students on the basis of race, color, religion, sex, age, national origin, marital status or against any qualified individual with a disability. The data requested on this form is **voluntary** and is used for statistical analysis of applicant pools and for reporting as required by Federal and State agencies.

### Personal Data

Name	Date of Birth
Sex <input type="radio"/> Male <input type="radio"/> Female	Where did you find out about this opening? ___ Newspaper    ___ NFCC Website    ___ Other ___ Website (Other)

### Race and Ethnic Data

Please check the group/s with which you identify or to which the community regards you as belonging.

<input type="radio"/> American Indian/Alaskan Native	<input type="radio"/> Hispanic
<input type="radio"/> Asian/Pacific Islander	<input type="radio"/> White
<input type="radio"/> Black	<input type="radio"/> Other

### Position Data

Position(s) applied for:
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**If you are claiming Veteran's Preference, complete next page.**

**NORTH FLORIDA COMMUNITY COLLEGE  
Veteran's Preference Claim**

**(Complete only if claiming veteran's preference)**

Do you wish to claim veteran's preference? \_\_\_\_\_ Yes \_\_\_\_\_ No (if yes, you must attach your DD214 to this form). If you have questions about veteran's preference, see the HR office.

Veterans' preference will be given to eligible veterans and spouses of veterans for non-exempt Career Service positions. Listed below are the six (6) veterans' preference categories. If eligible, please check which veteran's preference category you are claiming. To qualify for veterans' preference in appointment and retention an applicant must be a Florida Resident, and:

1.  A disabled veteran, who served in active duty and was honorable discharged and have service –connected disability, who is eligible for or receiving compensation, disability retirement, or pension under public laws administered by the U.S. Department of Veterans Affairs and the Department of Defense;  
Or
2.  The spouse of any person who cannot qualify for employment because of a total and permanent service-connected disability;  
Or
3.  The spouse of a person missing in action, captured, or forcibly detained by a foreign power;  
Or
4.  A "wartime veteran" of any war who has served on active duty for one day or more during a wartime period, excluding active duty for training, and who was discharged under honorable conditions from the Armed Forces of the United States of America. A veteran who served honorably but who has not met the criteria for the award of a campaign or expeditionary medal for service in Operation Enduring Freedom or Operations Iraqi Freedom, qualifies for preference in appointment effective July 1, 2007;  
Or
5.  The unremarried widow or widower of a veteran who died of a service-connected disability;  
Or
6.  A veteran who has served in a campaign or expedition for which a qualifying campaign badge or expeditionary medal has been authorized (including any armed forces expeditionary medal or the global war on terrorism medal) is also eligible to receive preference in appointment and retention in employment.

**NOTE:** Veterans' preference does not apply to individuals who receive less than an honorable discharge or to those who are considered deserters.

A DD214 or comparable document, which serves as a certificate of release or discharge claim, must be furnished at the time of application. In addition, applicants claiming categories 1, 2, or 4 above must furnish supporting documentation in accordance with the provisions of Rule 55A-7.013 F.A.C. Wartime periods are defined in F.S. 1.01(14). Under Florida law, preference in appointment shall be given by the state to those persons in categories 1 and 2 and then those in categories 3 and 4. Veterans' preference does not apply to retired-for -longevity military personnel when a competitive examination is used. However, retired military personnel with a compensable disability are eligible.

If an applicant claiming veterans' preference for a vacant position is not selected, he/she may file a complaint with the Department of Veterans' Affairs, P.O. Box 31003, St. Petersburg, Florida, 33731. A complaint must be filed within 21 days of the applicant receiving notice of the hiring decision made by the employing agency or within 3 months of the date the application is filed with the employer, if no notice is given.

This Veterans' Preference Claim is a supplement to the employment application of North Florida Community College and is made on a voluntary basis. The information provided will be kept confidential in accordance with the Americans with Disabilities Act. If veterans' preference is being claimed, this form must be returned to Human Resources at the time of application with all necessary documentation.

\*Effective July 1, 2007 SB 156, Veterans Defined/Wartime Service, redefines the term "veteran" to include active military, naval, or air service during Operation Enduring Freedom or Operation Iraqi Freedom. This is an amendment to subsection 1.01(14), Florida Statutes. This law qualifies veterans for wartime service eligibility who have served honorably but who have not met the criteria for the award of a campaign or expeditionary medal. The service dates are defined as follows:

**Operation Enduring Freedom – October 7, 2001 to date to be determined.**

**Operation Iraqi Freedom – March 19, 2003 to date to be determined.**

Signature of Applicant claiming Veteran's Preference

Date