

Employee Application Form  
**FLORIDA SOUTHERN COLLEGE**  
Equal Opportunity Employer

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Cell Phone: (\_\_\_\_) \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Are you under Age 18? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you legally authorized to work in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have a valid Driver's License? Yes \_\_\_\_\_ No \_\_\_\_\_ (Required for Maintenance/Safety)

Have you been convicted of, pled guilty or no contest to a crime in the past ten years? \_\_\_\_\_

If yes, please describe \_\_\_\_\_

(Conviction of a crime will not necessarily be a bar to employment. Factors such as age at time of the offense, type of offense, remoteness of the offense in time, and rehabilitation will be taken into account in determining effect on suitability for employment.)

Education Information: High School (years completed) \_\_\_\_\_ Graduated? Yes \_\_\_\_ No \_\_\_\_

College (years completed) \_\_\_\_\_ Graduated? Yes \_\_\_\_ No \_\_\_\_

Name and location of High School: \_\_\_\_\_

Name and location of College/Business/Vocational School: \_\_\_\_\_

Majored in what subjects?: \_\_\_\_\_ Minored?: \_\_\_\_\_

Approximate Typing/keyboard speed?: \_\_\_\_\_ (if applicable)

Do you have any relatives who work(ed) at *Florida Southern College*? If yes, please name them and their position of employment \_\_\_\_\_

Reason for applying to *Florida Southern College* \_\_\_\_\_

Position applied for \_\_\_\_\_

Present salary requirement: \$ \_\_\_\_\_ per Hour Month Year

Are you available for: \_\_\_ Full-time \_\_\_ Part-time \_\_\_ Weekends \_\_\_ Holidays

References: (please DO NOT include any former employers)

\_\_\_\_\_  
Name Address Phone (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
Name Address Phone (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
Name Address Phone (\_\_\_\_) \_\_\_\_\_

**(please continue on back page and then sign and date form)**

**Florida Southern College Employee Application Form, page 2**

List your current and past employers, including any military experience, beginning with the most recent. If you need more space, please include additional information as an attachment.

Name	Address	( )	Phone
Position Held	From: _____ To: _____	\$	Pay Rate
Supervisor Name/Title			
Reason for leaving			

Name	Address	( )	Phone
Position Held	From: _____ To: _____	\$	Pay Rate
Supervisor Name/Title			
Reason for leaving			

Name	Address	( )	Phone
Position Held	From: _____ To: _____	\$	Pay Rate
Supervisor Name/Title			
Reason for leaving			

Name	Address	( )	Phone
Position Held	From: _____ To: _____	\$	Pay Rate
Supervisor Name/Title			
Reason for leaving			

Give a brief description of responsibilities/duties in your former jobs listed above: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other comments: \_\_\_\_\_

\_\_\_\_\_

By submitting this application, I authorize investigation of all statements on this application. It is further understood that misrepresentation or omission of facts called for hereon will result in cancellation of this application or dismissal from the College's service if I have been employed. Upon employment, I will submit genuine documentation that establishes my identity and authorization to be legally employed within the United States.

This application is considered current for 30 days. If you wish to be considered for later employment, you must renew your application in person and in writing. Employment at Florida Southern College can be terminated by you or the college at any time, with or without cause. No representative of the college, other than the President or the Cabinet has authority to enter into any agreement contrary to the foregoing.

Signature/Name \_\_\_\_\_ Date \_\_\_\_\_

**FLORIDA SOUTHERN COLLEGE**  
Disclosure and Authorization Pertaining to Consumer Reports  
Pursuant to the Fair Credit Reporting Act (FCRA)

Florida Southern College, when considering your application for employment, when making a decision whether to offer you employment, when deciding to continue your employment (if you are conditionally or permanently hired), and when making other employment related decisions directly affecting you, may wish to obtain and use a “consumer report” from a “consumer reporting agency.” These terms are defined in the Fair Credit Reporting Act (FCRA), which applies to you. As an applicant for employment or an employee of Florida Southern College, you are a “consumer” with rights under FCRA.

A “consumer reporting agency” is a person or business that, for monetary fees, dues, or on a cooperative nonprofit basis, regularly assembles or evaluates consumer credit information on consumers for the purpose of furnishing “consumer reports” to others, such as, Florida Southern College.

A “consumer report” is any written, oral or other communication of any information by a “consumer reporting agency” bearing on a consumer’s character, general reputation, personal characteristics or mode of living which is used or collected for the purpose of serving as a factor in establishing the consumer’s eligibility for employment purposes.

This is a release for Florida Southern College to obtain one or more “consumer reports” about you for an investigation in connection with your application for employment or in the course of your application for employment with Florida Southern College or your employment with Florida Southern College.

If Florida Southern College obtains a “consumer report” about you, and if Florida Southern College considers any information in the “consumer report” when making an employment related decision that directly and adversely affects you, you will be notified before the decision is finalized and you will be provided with a copy of the “consumer report.” You may also contact the Federal Trade Commission about your rights under the FCRA as a “consumer” with regard to “consumer reports” and “consumer reporting agencies.”

I, \_\_\_\_\_, hereby authorize Florida Southern College to obtain such report(s) from any “consumer reporting agency” for employment purposes and agree that this authorization shall remain in effect until the end of my employment relationship with Florida Southern College.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Social Security Number

\_\_\_\_\_  
Applicant Date of Birth