

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.

May we contact your present employer? YES NO

1. _____ (_____) _____
Name Address Phone

From: _____ To: _____ \$ _____
Position Held Dates of Employment Pay Rate

Supervisor Name/Title/Contact Info. _____

Reason for leaving _____

2. _____ (_____) _____
Name Address Phone

From: _____ To: _____ \$ _____
Position Held Dates of Employment Pay Rate

Supervisor Name/Title/Contact Info. _____

Reason for leaving _____

3. _____ (_____) _____
Name Address Phone

From: _____ To: _____ \$ _____
Position Held Dates of Employment Pay Rate

Supervisor Name/Title/Contact Info. _____

Reason for leaving _____

4. _____ (_____) _____
Name Address Phone

From: _____ To: _____ \$ _____
Position Held Dates of Employment Pay Rate

Supervisor Name/Title/Contact Info. _____

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