



APPLICATION FOR EMPLOYMENT
INDIAN RIVER STATE COLLEGE

www.irsc.edu

3209 Virginia Avenue, Fort Pierce, Florida 34981-5596

Telephone: 1-772-462-7280

This application cannot be processed for employment unless all questions are fully and accurately answered and all information blanks completed. Your resume/vita cannot be used in lieu of answering any questions on the application; however, you may attach your resume/vita for additional information.

PERSONAL INFORMATION

Last Name

First Name

Middle Initial

Other names which may appear on educational or work records: _____

Mailing Address

City

State

Zip Code

Residence or Street Address

City

State

Zip Code

Email Address

Cell Phone Number

Home Phone Number

Work Phone Number

POSITION INFORMATION

Position Applying For: _____

Department: _____

Full-Time

Part-Time

Date Available to Begin: _____

Your review and signature is required on the job description for this position. The job description is available at the College's website or in the Office of Human Resources. Please attach the signed job description to this application.

After reviewing the job description, do you feel that you can perform the duties of the job for which you have applied in a manner that is safe to you, your fellow co-workers, clients, and employees? Yes No

Have you applied for positions at IRSC previously? Yes No

Have you been employed by IRSC previously? Yes No

Please list dates of previous IRSC employment: _____
From To

May we contact your current employer? Yes No

EDUCATIONAL INFORMATION

Schools Attended (include current)	Location	Did you graduate? (Yes/No)	Academic Degree and Major
High School			
Voc-Tech/College/University			

LICENSURE, REGISTRATION, CERTIFICATION INFORMATION

Type of License, Registration or Certification	Number	Date Received	Expiration Date	Licensing Agency

Do you possess the Florida Ready to Work Credential? Yes No
If Yes, What Level _____ Issued Number _____ Please attach a copy of Credential

INSTRUCTIONAL QUALIFICATIONS

List the disciplines in which college courses taken at the graduate level total 18 or more graduate credit hours:

List courses you have taught on the college level:

SKILLS, TRAINING AND AWARDS

List any skills (e.g., languages spoken fluently, computer skills, bookkeeping, equipment you can operate), additional training (e.g., professional seminars, company sponsored courses), awards or honors that you believe have a bearing on your qualifications for this position.

List most recent job first.

EMPLOYMENT HISTORY

Name of Employer: _____
Address, City, State: _____
Supervisor's Name & Title: _____
Phone Number: _____ Your Job Title: _____
Employment Dates: _____
From To
Hours Worked Per Week: _____ Full or Part-Time? _____
Salary/Hourly Rate: _____ Your Name at Time: _____
Reason for Leaving: _____
Duties and Responsibilities: _____

Name of Employer: _____
Address, City, State: _____
Supervisor's Name & Title: _____
Phone Number: _____ Your Job Title: _____
Employment Dates: _____
From To
Hours Worked Per Week: _____ Full or Part-Time? _____
Salary/Hourly Rate: _____ Your Name at Time: _____
Reason for Leaving _____
Duties and Responsibilities: _____

Name of Employer: _____
Address, City, State: _____
Supervisor's Name & Title: _____
Phone Number: _____ Your Job Title: _____
Employment Dates: _____
From To
Hours Worked Per Week: _____ Full or Part-Time? _____
Salary/Hourly Rate: _____ Your Name at Time: _____
Reason for Leaving _____
Duties and Responsibilities: _____

Duplicate this page for additional positions.

VETERANS' PREFERENCE

Are you claiming Veterans' Preference?

Yes No

If **Yes**, you must complete the Application Addendum page of this application for Veterans' Preference and **attach a copy of DD-214 and/or equivalent certification from the VA.**

OTHER INFORMATION

1. Are you legally eligible and currently in possession of legal authorization to be employed in the United States? (Questions/concerns may be directed to Human Resources.) Yes No
(Proof of identity and eligibility will be required upon employment)

2. Do you have any relatives working for Indian River State College? Yes No
If **Yes**, please list their names and relationship: _____

CRIMINAL HISTORY

NOTE: A conviction will not necessarily disqualify you from employment. Factors such as the seriousness and nature of the offense, age at time of the offense, rehabilitation, and other factors to individually assess the circumstances will also be taken into account.

If any of the answers to the questions below are a "Yes," then disclose where convicted, dates, nature of charge(s), pleas, fines, disposition, and explain or describe them. Please attach separate sheet.

(Application will not be processed until documents and explanation are received.)

Have you ever been convicted or fined for any criminal offense, misdemeanor or felony?

Yes No

Have you ever pled guilty or nolo contendere (no contest) to a crime that is a felony or a misdemeanor?

Yes No

Have you ever had adjudication of guilt withheld or deferred for a crime that is a felony or a misdemeanor?

Yes No

Are you currently on probation or parole or have any charges pending or are you enrolled in a pretrial diversion or other similar program?

Yes No

REFERENCES

List professional references from persons familiar with your work and qualified to evaluate your qualifications.

Name	Address	Occupation	Phone Number	Years Known

THE AMERICANS WITH DISABILITIES ACT AND OUR APPLICATION PROCESS

The Americans with Disabilities Act protects individuals with disabilities from employment discrimination. Indian River State College is committed to the principle that no one will be denied any employment opportunity, or otherwise discriminated against in our application, interview, selection, and hiring process simply because he/she has a disability, or a relationship with a disabled person.

All selection, hiring, and placement decisions will be based upon your education, experience, skill and other legitimate qualifications for the job you seek.

Indian River State College will make a reasonable accommodation to any disability you may have in order to allow you to fairly apply for employment and, if you are hired, to perform the tasks essential to the job. If you have a disability and require a reasonable accommodation to apply or interview with us, please let us know.

**INDIAN RIVER STATE COLLEGE
PHILOSOPHY OF EDUCATION**

To ensure proficiency in written communications in the English language, all applicants must present, in their own words, their philosophy of education.

I certify that the statement above is my own original work.

Applicant's Printed Name

Applicant's Signature

Date

REFERRAL SOURCE

How did you hear about the position you are applying for?

- | | |
|--|--|
| <input type="checkbox"/> <i>Black Issues in Higher Education</i> | <input type="checkbox"/> One-Stop Career Center |
| <input type="checkbox"/> Indeed.com | <input type="checkbox"/> Other Newspaper: _____ |
| <input type="checkbox"/> <i>Chronicle of Higher Education</i> | <input type="checkbox"/> <i>Palm Beach Post</i> |
| <input type="checkbox"/> Higheredjobs.com | <input type="checkbox"/> <i>Press Journal</i> |
| <input type="checkbox"/> <i>Hispanic Outlook in Higher Education</i> | <input type="checkbox"/> Radio Station: _____ |
| <input type="checkbox"/> Human Resources Office | <input type="checkbox"/> <i>Stuart News</i> |
| <input type="checkbox"/> NationJob.com | <input type="checkbox"/> <i>TC Palm Website</i> |
| <input type="checkbox"/> Internet (website): _____ | <input type="checkbox"/> <i>St. Lucie/News Tribune</i> |
| <input type="checkbox"/> IRSC Employee | <input type="checkbox"/> Trade Magazine: _____ |
| <input type="checkbox"/> IRSC website | <input type="checkbox"/> Word of Mouth |
| <input type="checkbox"/> Job Fair (date): _____ | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Employflorida.com | |

FLORIDA RETIREMENT SYSTEM (FRS) NOTIFICATION

Indian River State College is a Florida Retirement System (FRS) employer. If you have retired and are receiving monthly benefits under the FRS Pension Plan or have taken any distribution (including a rollover) under the FRS Investment Plan or optional non-FRS Plans (State University System Optional Retirement Plan, State Community College System Optional Retirement Plan, or Senior Management Service Optional Annuity Program), please ensure you follow all state laws concerning termination requirements and reemployment limitations if you accept employment with Indian River State College. For more information, visit www.myfrs.com.

CERTIFICATION

I understand that Indian River State College is a drug-free workplace and that my employment is contingent upon receipt of negative drug-screen results. If I am employed in a full-time position, I will be given a copy of the policy and be required to submit to a urine drug screen prior to my employment with the College.

I further understand that employment is contingent and probationary pending fingerprint and background clearances. I authorize and will pay a processing fee of \$15 for a background investigation, which will include criminal convictions and may include consumer credit, motor vehicle driving, and other reports. I understand that any offer of employment with Indian River State College may be determined in whole or in part from the report(s) received from the background check. Further I agree to indemnify and hold harmless the company of IRSC's selection, its employees, officers, directors, affiliates, sub-contractors, and agents from any loss, expense or damage which may result directly or indirectly from information or reports furnished from said elected company.

I certify that the information contained in this application is correct and understand that falsification of this information is sufficient grounds to prevent further consideration of employment at Indian River State College for any and all present or future positions. Falsifications discovered in situations where employment has been already extended become sufficient grounds for immediate dismissal in accordance with Indian River State College policy. I authorize my previous/current employer(s) and the references listed to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you. In consideration of my employment, I agree to conform to the rules and regulations of Indian River State College. I understand that no employee or representative of the College, other than the President or designee, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

If I am employed with Indian River State College, I understand that IRSC is an "at will" employer. This means that all employees, part-time and full-time without employment contracts or with annual employment contracts, are employed by and may be terminated at the will of IRSC without notice or cause by either IRSC, or the employee, regardless of the length of their employment or the granting of benefits of any kind. It also means the employees without contracts may resign without notice or stating the reason. Similarly, employees under annual contracts should not expect or rely upon renewal of such annual contracts, and if offered an annual contract, the employee may refuse such a contract.

Signature of Applicant

Date

Thank you for your interest in employment at Indian River State College.
Please return your completed application and other required documents to:

**Human Resources
Indian River State College
3209 Virginia Avenue ■ Fort Pierce, FL 34981-5596**

INDIAN RIVER STATE COLLEGE APPLICATION ADDENDUM

NON-DISCRIMINATION AND NON-HARASSMENT POLICY STATEMENT

It is the policy of Indian River State College and its District Board of Trustees that each employee, student, applicant for admission, and applicant for employment be allowed to participate in College programs and activities, including employment, in a discrimination and harassment free environment.

Harassment of any nature is prohibited whether it is on the basis of race, color, national origin, ethnicity, sex, religion, age, disability, sexual orientation, marital status, veteran status, or genetic information.

Preventing harassment is the responsibility of the entire College. Accordingly, Indian River State College encourages all employees, students, applicants for admission, and applicants for employment, who believe they are being subjected to harassment to follow the Administrative Procedures, AP 3.13 and AP 3.131, for harassment complaints. The College will take prompt disciplinary action against individuals on campus facilities who engage in actions that violate this policy.

Questions or concerns regarding IRSC's Non-Discrimination and Non-Harassment Policy may be directed to:

Adriene Jefferson
 Dean of Minority Affairs, Equity Officer, and
 Title IX Coordinator
 Indian River State College
 3209 Virginia Ave, Fort Pierce, Fl. 34981-5596
ajeffers@irsc.edu
 (772) 462-7606

Nancy Cunningham
 Assistant Dean of Human Resources
 Indian River State College
 3209 Virginia Ave, Fort Pierce Fl. 34981-5596
ncunning@irsc.edu
 (772) 462-7275

To view our Non-Discrimination and Non-Harassment policy and procedures, go to "Human Resources Compliance Areas" of the IRSC website at www.irsc.edu/HR . Copies of these are also available in the Office of Minority Affairs and the Office of Human Resources, located at 3209 Virginia Avenue, Fort Pierce, Florida.

EQUAL EMPLOYMENT OPPORTUNITY INFORMATION

Your application will be considered even if you do not provide the information requested in this section.

Female

Male

Please answer the two questions below. Regardless of your answer to Question 1, go to Question 2.

1. Ethnicity

Are you Hispanic or Latino (includes persons of Cuban, Mexican, Puerto Rican, South or Central America, or other Spanish culture or origin, regardless of race).

Yes No

2. Race

Please select the racial category or categories with which you most closely identify by selecting the appropriate box or boxes. **Please check one or more.**

<input type="checkbox"/> American Indian or Alaska Native	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
<input type="checkbox"/> Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
<input type="checkbox"/> Black or African American	A person having origins in any of the black racial groups of Africa.
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guan, Samoa, or other Pacific Islands.
<input type="checkbox"/> White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**INDIAN RIVER STATE COLLEGE
APPLICATION ADDENDUM
VETERANS' PREFERENCE APPLICATION FORM***

Veterans' preference, as outlined in Florida Statutes, Chapter 295, **will be given to Florida residents who are eligible veterans and eligible spouses of veterans who **meet the advertised qualifications** for full-time and part-time positions.

Check the appropriate block below if you are claiming veterans' preference. Documentation substantiating your claim (e.g. DD214 and/or equivalent certification from Department of Veterans' Affairs) and this claim form **must be attached at the time the application is submitted.**

- 1. A veteran with a service-connected disability who is eligible for or receiving compensation, disability retirement or pension under public laws administered by the U.S. Veterans Affairs and the Department of Defense,
- 2. The spouse of a veteran who cannot qualify for employment because of a total and permanent service-connected disability, or the spouse of a veteran missing in action, captured or forcibly detained by a foreign power,
- 3. A 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 Operation Iraqi Freedom, qualifies for preference in appointment effective July 1, 2007. 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
- 4. The unmarried widow or widower of a veteran who died of a service connected disability,
- 5. Any Armed Forces Expeditionary Medal, as well as the Global War on Terrorism Expeditionary Medal are qualifying for Veterans' Preference, providing the individual is otherwise eligible.

**** The laws relating to Veterans' preference as indicated above are the general provisions - for specific provisions, please reference 2008 Florida Statute 295.07.**

_____ APPLICANT'S LAST NAME	_____ APPLICANT'S FIRST NAME AND MIDDLE INITIAL	
_____ BRANCH OF SERVICE	_____ DATE OF ENTRY	_____ DATE OF DISCHARGE

Are you a current Florida resident? Yes No (An applicant claiming veterans' preference must be a Florida resident.)

I certify that I am entitled to veterans' preference for the reason checked above. I also understand that the Veterans' Preference Claim Form and documentation of my military service must be attached at the time the application is submitted.

_____ DATE	_____ SIGNATURE OF APPLICANT
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***Note: Effective July 1, 2007,** preference in eligibility no longer expires upon appointment of the eligible person to a position with the state or any political subdivision of the state. Persons who were previously ineligible because they held or are currently holding a job with a public employer are now eligible to use their veterans' preference again with all employers covered by law. Persons who were previously ineligible for preference because they did not serve during an eligible wartime period may now be eligible for veterans' preference if they served during Operation Enduring Freedom (Beginning October 7, 2001) or Operation Iraqi Freedom (beginning March 19, 2003).

If any applicant claiming veterans' preference for a vacant position is not selected for the position, they may file a complaint with the Florida Department of Veterans' Affairs, Division of Benefits and Assistance, PO Box 31003, St. Petersburg, FL 33731. A complaint must be filed within 21 days from date of notice of no selection. Additional information regarding veterans' preference in Florida can be found at www.floridavets.org/benefits/veteranspref.asp.

Indian River State College Notification of Social Security Number Collection and Usage

In compliance with Florida Statute 119.071(5), this document serves to notify you of the purpose for the collection and usage of your Social Security number by Indian River State College (IRSC). IRSC collects and uses your Social Security number only if specifically authorized by law to do so or it is imperative for the performance of its duties and responsibilities as prescribed by law. Specifically, IRSC collects your Social Security number for the following purposes:

Human Resources/Payroll

Your SSN is used for legitimate employment business purposes in compliance with:

- Completing Employment Forms/Background clearances
- Completing and processing the Federal I-9 (Department of Homeland Security)
- Completing and processing Federal W4, W2, 1099 (Internal Revenue Service)
- Completing and processing Federal Social Security and Medicare taxes (Internal Revenue Service)
- Completing and processing quarterly Unemployment Compensation Reports (Florida Department of Revenue)
- Completing, processing and mitigating Worker's Compensation Claims and any other federal and state reporting
- Completing and processing Federal and State Employee and Educational Reports
- Completing and processing Direct Deposit forms
- Completing and processing Florida Retirement System contributions, enrollments and benefits
- Completing and processing 403b, 457b, 401a and other deferred compensation accounts
- Completing and processing group health, life and dental coverage
- Completing and processing various supplemental insurances
- Completing and processing Work Study work assignments

Providing your SSN is a mandatory condition of employment at IRSC and is protected by federal regulations Health Insurance Portability & Accountability Act (HIPAA) and NEVER released to unauthorized parties.

Admissions Department

Federal legislation relating to the Hope Tax Credit makes it mandatory that all postsecondary institutions report student Social Security numbers to the Internal Revenue Service (IRS). This IRS requirement makes it mandatory for colleges to collect the Social Security number of every student. A student may refuse to disclose his or her Social Security number to IRSC, but the IRS is then authorized to fine the student in the amount of \$50.00.

In addition to the federal reporting requirements, the public school system in Florida uses Social Security numbers as a student identifier (Florida Statutes 1008.386). In a seamless K-20 system, it is non-mandatory; however, it is beneficial for postsecondary institutions to have access to the same information for purposes of tracking and assisting students in the smooth transition from one education level to the next. All Social Security numbers are protected by federal regulations, Family Educational Rights and Privacy (FERPA).

Financial Aid Department

It is mandatory that the Office of Financial Aid at IRSC requires students to submit their Social Security numbers on various forms in order to correctly identify applicants, match each applicant's financial aid record with the student record, and to help coordinate state aid programs with institutional and federal aid programs as authorized by Sections 483 and 484 of the Higher Education Act of 1965, as amended.

Outreach Programs

Programs such as the Educational Opportunity Program and College Reach-Out Program are youth outreach projects funded by discretionary grants from the United States or Florida Department of Education. As such, each project is required to exclusively serve eligible participants that are citizens or nationals of the United States or are permanent residents of the United States. In order to verify a participant's project eligibility, it is mandatory that Social Security numbers are collected and also later used when submitting information for the Annual Performance Reports due to the United States or Florida Department of Education.

Workforce Programs

It is mandatory that these programs use your Social Security number as an identifier for program enrollment and completion. Also, it is used for entering placement information into either the OSMIS or the Employ Florida Marketplace statewide data collection and reporting system. Because these are performance based contract programs, it is required that all participants and their program related activities be recorded in the Florida state system.

Continuing Education, Corporate & Community Training Institute (CCTI)

Because of Florida State Board of Education reporting requirements and Department of Business and Professional Regulation reporting requirements, it is mandatory for students who enroll in Continuing Education and/or CCTI courses and/or customized training seminars to submit their SSN.

Library

It is mandatory that student, faculty, and staff SSNs will be used in the libraries' patron database (LINCC) for online login authentication, patron verification and the elimination of duplicate records.

State and Federal Reporting

It is mandatory that the College is required to collect SSNs to periodically report student/employee level data to federal and state agencies for research & data collection.

Testing

It is mandatory that the College collects SSNs for the purpose of reporting state and national standardized testing results, including but not limited to, TABE, GED, FTCE, ACT, CLEP, HOBET.

Miscellaneous

It is mandatory to collect Social Security numbers for agency third party billings, payment collections, state and federal data collection, tracking, benefit processing, tax reporting, and for identification and verification.

To protect your identity, IRSC will secure your Social Security number from unauthorized access and assign you a unique identification number. This unique identification number will then be used for all associated employment and educational purposes at IRSC.

Copies of the full IRSC Notification of Social Security Number Collection and Usage document can be obtained from Human Resources and Student Services at all IRSC campuses and at the IRSC website at www.irsc.edu.

Appendix 1
State and Federal Statutes and Regulations
That Mandate or Authorize the Use of Social Security Numbers

General Purpose	Use of SSN's	Authorized or Required	State or Regulation
Employment	Federal I-9 Form	Authorized	Immigration Reform and Control Act of 1984, Pub. L. 99-603 (8 USC (324(a))
Employment	Federal W4, W2	Required	Internal Revenue Code, sections 3402(f)(2)(A); 6109, and 6051 (a)(2)
Employment (Contractor)	Federal W9, 1099	Required (if no FEIN provided)	Internal Revenue Code, Section 6109; Title 26 US Code
Employment	Federal Social Security Taxes (FICA)	Required	Internal Revenue Code, Section 6051(a)(2); Title 26 US Code
Employment	Distributing Federal W2	Required	Internal Revenue Code, Section 6051 (a)(2); Title 26 US Code
Employment	Unemployment Reports	Required	Florida Unemployment Compensation Law, Florida Statutes, CH. 443
Employment	Florida Retirement Contribution Reports	Required	Florida Division of Retirement Public Records Policy; Florida Statutes, CH. 112
Employment	Workers Compensation Claims	Required	440.185, F.S.
Employment	403(b) Contribution Reports	Required	US Tax Code 501 (c)(3)
Employment	Group health, life and dental coverage enrollment	Required	Medicare, Medicaid & SCHIP Extension Act of 2007, Section 111

General Purpose	Use of SSN's	Authorized or Required	State or Regulation
Employment	Work study work assignments	Required	Higher Education Act of 1965, Sections 483 and 484
Student Financial Aid	FAFSA - Free Application for Federal Student Aid	Required	Higher Education Act, Sections 483 and 484(p); 34 CFR 668.32(i), 668.36
Student Financial Aid	Federal Work Study Program - Dept. of Homeland Security's investigation of citizenship status	Required	Higher Education Act, Sections 483 and 484 (p); 34 CFR 668.32(i), 668.36
Student Financial Aid	Institutional Scholarship Applications	Authorized	1009.22 and 1009.23, F.S; 2009 HB 7051; State Board of Education Rules
Student Financial Aid	State grants or scholarships	Authorized	1009.22 and 1009.23, F.S; State Board of Ed Rules
Student Admissions	Hope Tax Credit	Required	IRS Form 1098-T
Student Admissions	Use of SSN as student identifier in K-20 system	Authorized	1008.386, F.S.
Student Support Programs	Student Support Services Program	Required	Higher Education Act of 1965, Title IV 402D; CFR 646; 34 CFR 75.590, 57.720
Student Outreach Programs	Bridges Program	Authorized	N/A
Student Outreach Programs	College Reach-Out program (CROP)	Authorized	N/A
Workforce Programs	Agency for Workforce Innovation (AWI) - reporting	Authorized	N/A

I have read and understand the above information.

Signature of Acknowledgment of Notification

Date