

**THE BAPTIST COLLEGE OF FLORIDA**  
**5400 COLLEGE DRIVE, GRACEVILLE, FL 32440**  
**850-263-3261      800-328-2660**

**EMPLOYMENT APPLICATION**

**PERSONAL DATA**

**Date:** \_\_\_\_\_ **Would you prefer to work: Full-time** \_\_\_\_\_ **Part-time** \_\_\_\_\_?

**Name:** \_\_\_\_\_ **Social Security #:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**For which college departments would you be interested in working?** \_\_\_\_\_

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**DISCLOSURE STATEMENT**

In connection with my application for employment with The Baptist College of Florida, I fully understand that The Baptist College of Florida and/or a designated application screening agency, as their agent, may request/conduct a consumer report/background investigation on me.

The consumer report/background investigation may contain the following types of information: verification of prior employment(s) and dates of employment, academic achievement, professional licensure, and credit reports. I further understand the report may contain information about any prior criminal history, civil litigation, social security number verification, driving records, Uniform Commercial Code (UCC) filings, any liens or judgments, and bankruptcy as a result of a public record(s) search from any federal, state, or any other agency which might contain such records.

Information regarding conviction will not necessarily bar an applicant from employment, but will be reviewed in light of all the surrounding circumstances, including age at the time of the offense, seriousness and nature of the violation, rehabilitation, relationship of the offense to employment and federal statutory requirements.

I authorize and request all persons, schools, businesses, corporations, credit bureaus, courts, law enforcement agencies, armed forces, employment commissions, and all government agencies to release said information without restriction or qualification. I am aware that I have the right to request the nature and scope of the results, as reported from The Baptist College of Florida. I voluntarily waive all recourse and release the requested parties from liability for complying with this request/release.

All background information obtained shall be utilized to assist in verification of the employment application. Retrieval and usage of this information complies with all Equal Opportunity Commission, Americans with Disabilities Act, and the Fair Credit Reporting Act (Laws, Rules, and Regulations).

In compliance with the US Department of Education Office of Civil Rights and with federal law, including provisions of Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, The Baptist College of Florida has issued the following Non-Discrimination Policy. The Baptist College of Florida does not illegally discriminate on the basis of race, color, gender, national or ethnic origin, age, disability or military service in its administration of educational policies, programs, or activities, admissions policies, or employment. Under federal law, the college may discriminate on the basis of religion in order to fulfill its purposes. Inquiries or complaints regarding discrimination should be directed to the Office of the Senior Vice President, Dr. R.C. Hammack at (850) 263-3261 ext. 431.

I hereby declare that the answers to the questions on my application and related paperwork which I have been asked to complete, and any attachments to the same, are true and correct and that any misstatements of fact(s) or omissions may form the basis for rejection of my application or for my dismissal after employment.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## EDUCATIONAL INFORMATION

High School Name: \_\_\_\_\_ Last Year Completed: \_\_\_\_\_

High School Address: \_\_\_\_\_

College/University Name: \_\_\_\_\_ Last Year Completed: \_\_\_\_\_

College/University Address: \_\_\_\_\_

College/University Major/Course of Study: \_\_\_\_\_

Additional College/University Name: \_\_\_\_\_ Last Year Completed: \_\_\_\_\_

Additional College/University Address: \_\_\_\_\_

Additional College/University Major/Course of Study: \_\_\_\_\_

## WORK EXPERIENCE

(List in order starting with most recent)

1. Name of Employer: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Duties Performed: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

2. Name of Employer: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Duties Performed: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

3. Name of Employer: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Duties Performed: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

## MINISTRY/VOLUNTEER EXPERIENCE

1. Name of Organization: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Duties Performed: \_\_\_\_\_

Dates of Service: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_