



# East Central Technical College

## Application for Employment

*An Equal Opportunity Employer*

BEN HILL-IRWIN CAMPUS • 667 PERRY HOUSE RD. • FITZGERALD, GA 31750 • PHONE (229) 468-2000 • FAX (229) 468-2110  
 COFFEE CAMPUS • 706 WEST BAKER HWY. • DOUGLAS, GA 31533 • PHONE (912) 389-4303 • FAX (912) 389-4308  
 www.eastcentraltech.edu

Position Applying for: \_\_\_\_\_ Position Number: \_\_\_\_\_ Date of application: \_\_\_\_\_

*Job applications received in response to specific job advertisements are effective for that job only. Unsolicited job applications are not accepted.*

PERSONAL DATA : (Please Print or Type)				
Last Name	First Name		Middle Initial/Maiden Name	
Address			Apartment No.	P.O. Box
City	State	ZIP	E-mail Address	
Home Telephone	Work Telephone		Cell/Other Phone	

Employment eligibility: To be employed by the Technical College System of Georgia, one must meet certain State and Federal employment eligibility requirements. These include (but are not limited to) United States citizenship or authorization to work in this country, positive rehire status if previously employed by the State, and/or no felony convictions (for certain positions). Please answer the following questions:			
1. Are you a United States citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No	2. Are you an alien authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	3. Have you ever been dismissed from any State of Georgia government position? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If YES, attach explanation</i>	4. Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If YES, attach explanation</i>

LICENSES AND CERTIFICATIONS			
Type of License/Certificate	License/Certificate Number	Specialization/Endorsements	Expiration (Mo/Yr)
Current Valid Driver's License <input type="checkbox"/> Yes <input type="checkbox"/> No	N/A		
Current Valid Commercial Driver's License (CDL) Class (Check One): <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C			
Teacher Certified in Georgia: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Type of Certificate: Other:			

MILITARY SERVICE		
Branch of Service:	Dates Served: From: _____ To: _____	Type of Discharge:
Military occupational specialties:		

SPECIAL SKILLS AND QUALIFICATIONS
<i>List and describe any specialized training, skills, and computer competencies:</i>

**EDUCATION:**

*Beginning with high school, list schools attended and professional/occupational training.*

Name and Location of School	Field of Study	Dates Attended	Did you graduate?	Diploma/Degree

**WORK HISTORY:** Describe your work history below beginning with your current or most recent job. Include military and volunteer experience. If you worked for the same employer but held different jobs, describe each separately. Describe in detail the specific duties beginning with your primary duties. If you need more space attach additional sheets which contain the same information requested in this section. Failure to give complete and detailed information regarding each job held may result in your disqualification from employment consideration.

<b>CURRENT OR LAST EMPLOYER:</b>	<b>PHONE NUMBER:</b>	<b>YOUR JOB TITLE/TYPE OF WORK PERFORMED:</b>
<b>ADDRESS:</b>	<b>DATES OF EMPLOYMENT:</b>	
<b>CHECK ONE:</b> <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	<b>SUPERVISOR'S NAME:</b>	
<b>CHECK ONE:</b> <input type="checkbox"/> Paid <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern		
<b>MAY WE CONTACT THIS EMPLOYER? IF NO, GIVE REASON:</b>	<b>SUPERVISOR'S TITLE:</b>	<b>REASON FOR LEAVING:</b>
<input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>CURRENT OR LAST EMPLOYER:</b>	<b>PHONE NUMBER:</b>	<b>YOUR JOB TITLE/TYPE OF WORK PERFORMED:</b>
<b>ADDRESS:</b>	<b>DATES OF EMPLOYMENT:</b>	
<b>CHECK ONE:</b> <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	<b>SUPERVISOR'S NAME:</b>	
<b>CHECK ONE:</b> <input type="checkbox"/> Paid <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern		
<b>MAY WE CONTACT THIS EMPLOYER? IF NO, GIVE REASON:</b>	<b>SUPERVISOR'S TITLE:</b>	<b>REASON FOR LEAVING:</b>
<input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>CURRENT OR LAST EMPLOYER:</b>	<b>PHONE NUMBER:</b>	<b>JOB TITLE/TYPE OF WORK PERFORMED:</b>
<b>ADDRESS:</b>	<b>DATES OF EMPLOYMENT:</b>	
<b>CHECK ONE:</b> <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	<b>SUPERVISOR'S NAME:</b>	
<b>CHECK ONE:</b> <input type="checkbox"/> Paid <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern		
<b>MAY WE CONTACT THIS EMPLOYER? IF NO, GIVE REASON:</b>	<b>TITLE:</b>	<b>REASON FOR LEAVING:</b>
<input type="checkbox"/> YES <input type="checkbox"/> NO		
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<b>CHECK ONE:</b> <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	<b>SUPERVISOR'S NAME:</b>	
<b>CHECK ONE:</b> <input type="checkbox"/> Paid <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern		
<b>MAY WE CONTACT THIS EMPLOYER? IF NO, GIVE REASON:</b>	<b>SUPERVISOR'S TITLE:</b>	<b>REASON FOR LEAVING:</b>
<input type="checkbox"/> YES <input type="checkbox"/> NO		

REFERENCES:			
List three <b>professional/business</b> references. References must be relevant to position for which you are applying and should include present and/or previous employers. Do not include family members.			
Name and Title	Mailing Address	Telephone Number	Years Known

RELATIVES EMPLOYED/RELATIONSHIP:		
Do you have any relatives employed by the Department of Technical and Adult Education? <input type="checkbox"/> Yes <input type="checkbox"/> No		
IF YES, list current employee's name, your relationship to the employee, and the Technical College/DTAE Department:		
Employee's Name	Relationship	Technical College/DTAE Dept.

Other State of Georgia Employment:	
Do you currently work for another State Agency in a Full-time or Part-time capacity?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you currently work in the TCSG System Office or for a Unit of the Technical College System of Georgia in a Full-time or Part-time capacity?	<input type="checkbox"/> Yes <input type="checkbox"/> No

CERTIFICATION	
Read carefully before signing and dating. Unsigned applications will not be considered.	
<p>I certify that all information on this application is correct. I authorize any agent or employee of the state to verify this information and to release it to anyone who may consider me for appointment. I understand that intentionally providing false information on this form or attachments is a violation of state law. I also understand that applications submitted electronically, via e-mail or similar media, are not valid unless I enter my name in the signature field below and such action shall constitute an electronic signature.</p> <p>I further certify that either: 1) I have not been convicted of a drug-related criminal offense; or  2) if I have been convicted of a drug-related criminal offense, it has been more than three (3) months since my first conviction, or more than five (5) years since a second or subsequent conviction (O.C.G.A. §45-23 et. Seq.).</p>	
X _____ Signature	X _____ Date

As set forth in its student catalog, East Central Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). Inquiries regarding nondiscrimination policies may be directed to the Director of Human Resources (Title IX and Section 504 Coordinator), Room 630C, 667 Perry House Road, Fitzgerald, GA 31750, 229-468-2027.

**Equal Employment Opportunity Self-Identification:**

East Central Technical College complies with all government regulations. In an effort to comply with requirements regarding government recordkeeping, reporting, and other legal obligations, we ask for your willful participation in providing the information below. This portion of the application is completely voluntary and failure to complete this section will not subject one to any adverse actions.

LAST NAME:	FIRST NAME:	MIDDLE/FORMER NAME:	DATE:
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**Ethnic Origin:** Are you of Hispanic/Latino origin?  Yes  No

<p>If "No" please check below all races that apply:</p> <p><b>Race:</b></p> <p>1) <input type="checkbox"/> American Indian or Alaskan Native</p> <p>2) <input type="checkbox"/> Asian</p> <p>3) <input type="checkbox"/> Black or African American</p> <p>4) <input type="checkbox"/> Native Hawaiian or Other Pacific Islander</p> <p>5) <input type="checkbox"/> White</p>	<p><b>Gender:</b></p> <p><input type="checkbox"/> Male</p> <p><input type="checkbox"/> Female</p>	<p><b>Date of Birth:</b></p> <p>_____ / _____ / _____</p> <p>MM          DD          YYYY</p>
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**Equal Employment Opportunity Monitoring Information:**  
*The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all educational programs and activities, including admissions policies, scholarship and loan programs, athletic and other Technical College System and Technical College administered programs, including any Workforce Investment Act of 1998 (WIA) Title I financed programs. It also encompasses the employment of personnel and contracting for goods and services. The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.*

*Pursuant to these regulations, the following employee is designated to ensure compliance and to coordinate and process any grievances therein:*

Title IX and Section 504 Coordinator  
 Director of Human Resources  
 East Central Technical College  
 667 Perry House Rd.  
 Fitzgerald, GA 31750  
 (229) 468-2027