



Pensacola Junior College Application Guideline

PLEASE READ AND COMPLY WITH THE FOLLOWING INSTRUCTIONS BEFORE COMPLETING YOUR EMPLOYMENT APPLICATION

1. **Read the POSITION VACANCY ANNOUNCEMENT CAREFULLY** and pay close attention to the educational requirements, training, deadline dates, and the job number of the position for which you are applying. If you need special assistance or accommodations during the application/interview process, contact the PJC Human Resources Department.
2. **Complete Applicant Pool Authorization.** The name, job number, and social security number section must be completed. The remaining information is optional, but is needed to satisfy Federal Equal Employment Opportunity reporting requirements. This information is not used to evaluate your application.
3. Complete **all** sections and sign the application.
4. **You must submit an entire set of application materials for each position you are applying for by the closing date. The Human Resources Department cannot provide additional copies of resumés and/or application materials.** A complete application packet must include the following: (a) signed applicant pool authorization form; (b) signed application guidelines; (c) signed and completed application form; (d) any other materials requested on the Position Vacancy Announcement. (**Resumé:** While a resumé is not required, one may be attached. However, a resumé does not substitute for a **completed** application.)
5. **Typing Test:** If typing is a minimum qualification's requirement for the position you are applying for, it is **your responsibility** to schedule a typing test with the secretary/receptionist at the Human Resources front desk. **Your application will not be considered without a typing test. Typing scores are kept on file for one year only. Typing tests may be taken twice within a two-week period.**
6. **College Transcripts:** Photocopies of post secondary transcripts are required for executive, faculty, and professional/managerial positions. Transcripts may also be required for some career service positions (please see job description for details). Official transcripts may be required later in the process; official transcripts will not be returned. Transcripts must document the appropriate degree awarded as required in the minimum qualifications.
7. **Veterans' Preference:** If you are claiming Veteran's Preference, as outlined in Florida Statute 110.2135, complete the Veteran's Preference Information which is located on the Application Pool Authorization forms.
8. Applications received after the closing date will not be considered.
9. All applicants will be notified in writing of the final decision; however, if you wish to find out the status of a particular position, you may call the Employment Office at 850-484-1799.
10. If your position requires successful results of a background investigation and/or a drug screen, you will be notified upon offer of employment.

I certify that I have read the above instructions as they pertain to the Pensacola Junior College Employment Application process.

Applicant's Signature: _____ Date _____



PENSACOLA JUNIOR COLLEGE

An Equal Access/Equal Opportunity Employer

Human Resources Department
1000 College Boulevard
Pensacola, FL 32504
Phone: (850) 484-1799 Fax: (850) 484-1711
www.pjc.edu

EMPLOYMENT APPLICATION

- Copy of post-secondary transcripts required for executive, faculty, and professional/managerial positions.
- Please type or print in ink.
- Complete all sections in detail and sign the application.
- Submit a separate application for each vacancy.
- A resumé may be attached but is not accepted in lieu of completing all sections of this form.
- Accurate information helps us evaluate your qualifications, information provided is subject to verification.
- If you need special assistance or accommodations during the application/interview process, contact the PJC Human Resources Department.

Position _____ Job # _____ Date _____

Check one: Career Service Executive Faculty Professional/Managerial

APPLICANT INFORMATION

1. Name _____
Last First Middle

2. Social Security Number (Last 4 digits only) _____

3. Telephone _____
Home Phone Work Phone Cell Phone

4. Address _____
Street Address

City State Zip E-mail Address

5. Are you a citizen of the United States? Yes No
(Proof of citizenship or authorization to work in the United States is required.)

6. Have you ever been employed by a Florida Community College or Florida State Agency? Yes No

7. If yes, which college or agency, and when? _____

8. How did you learn of this position? _____

9. Have you ever been convicted of a felony? Yes No

If yes, please explain. _____

10. Please list any other name(s) you may be known by: _____

Pensacola Junior College is an Equal Access Equal Opportunity/Affirmative Action Employer and fully subscribes to the principles of equal employment opportunity. Pensacola Junior College has adopted a program to ensure that all applicants and employees are considered for hire, promotion, and job status without regard to race, religion, color, sex, national origin, age, marital status or disability.

EDUCATION

Photocopies of post-secondary transcripts are required for executive, faculty, and professional/managerial positions. Transcripts may also be required for some career service positions (please see job description for details). Official transcripts may be required later in the process; official transcripts will not be returned. Transcripts must document the appropriate degree awarded as required in the minimum qualifications.

School	Name and Location	Graduated	Dates Attended	Type of Degree Earned
High School		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Junior/Community College		Year Graduated _____		
College and/or University		Year Graduated _____		
Graduate/Post-Graduate School		Year Graduated _____		

CERTIFICATIONS/LICENSES (Please include last renewal date.)

PUBLICATIONS

REFERENCES

List three persons, other than relatives, who have knowledge of your professional or educational background. May we contact your present employer for a reference? Yes No

Name	Position/Title	Daytime Phone Number
1. _____	_____	_____
Address _____		
2. _____	_____	_____
Address _____		
3. _____	_____	_____
Address _____		

EMPLOYMENT EXPERIENCE

Please list all employment, **starting with your present or most recent employer**. Account for all periods including unemployment. **Please provide a detailed description of your skills as they relate to the minimum qualifications for the position you are applying for.**

Employer _____ Job Title _____ Supervisor _____

Mailing Address _____

Phone Number _____ Dates Employed _____

Full-Time Part-Time Hours per Week _____ Salary _____

Duties _____

Reason for Leaving _____

Employer _____ Job Title _____ Supervisor _____

Mailing Address _____

Phone Number _____ Dates Employed _____

Full-Time Part-Time Hours per Week _____ Salary _____

Duties _____

Reason for Leaving _____

Employer _____ Job Title _____ Supervisor _____

Mailing Address _____

Phone Number _____ Dates Employed _____

Full-Time Part-Time Hours per Week _____ Salary _____

Duties _____

Reason for Leaving _____

EMPLOYMENT EXPERIENCE (continued)

Please provide a detailed description of your skills as they relate to the minimum qualifications for this position.

Employer _____ Job Title _____ Supervisor _____

Mailing Address _____

Phone Number _____ Dates Employed _____

Full-Time Part-Time Hours per Week _____ Salary _____

Duties _____

Reason for Leaving _____

Employer _____ Job Title _____ Supervisor _____

Mailing Address _____

Phone Number _____ Dates Employed _____

Full-Time Part-Time Hours per Week _____ Salary _____

Duties _____

Reason for Leaving _____

APPLICANT'S CERTIFICATION

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize the investigation of all matters contained in this application and resumé, if applicable, and give the College permission to contact schools, previous employers, references and others, and hereby release the College from any liability as a result of such contact. I understand that misrepresentations, omission of facts, or incomplete information in this application may eliminate me from employment consideration.

In addition, if employed, any misrepresentation or omission of facts given in this application may be cause for termination of employment.

Applicant's Signature _____ Date _____



An Equal Access/Equal Opportunity Employer

APPLICANT POOL AUTHORIZATION

Job Number _____

Last Name _____

First Name _____

SS# (last four digits) _____

Street Address _____

City _____

State _____

Zip Code _____

OPTIONAL INFORMATION

The following information is not mandatory, but is needed to satisfy Federal Equal Employment Opportunity reporting requirements. This information is not used to evaluate your application.

Ethnic Background

- American Indian or Alaskan Native
- Asian
- Black or African-American (not of Hispanic origin)
- Hispanic or Latino
- Native Hawaiian or Other Pacific Islander
- White (not of Hispanic origin)

Gender

- Male
- Female

Disabled

- Yes
- No

Veterans' Preference

Veterans who wish to claim Veterans' Preference must furnish a DD214 or other appropriate documentation at the time of the application. In addition, applicants claiming categories 1, 2, or 4 must furnish supporting documents in accordance with Rule 55A-7.013, F.A.C. For more information, please contact the PJC Human Resources Department and/or request the Veterans' Preference information sheet. You may also contact the Florida Department of Veterans Affairs.

Are you claiming Veterans' Preference? Yes No

Have you ever been employed by an governmental entity within the state of Florida? Yes No

If yes, name the employer and address: _____

Are you a Florida resident? Yes No

Check the appropriate box if you are claiming Veterans' Preference:

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. Department of Veterans Affairs and the Department of Defense.
2. The spouse of a veteran who cannot qualify for employment because of a total and permanent 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 since Jan 31, 1955 and who was discharged or separated from there with an honorable discharge from the Armed Forces of the United States of America, if any part of such activity was performed during a wartime era. Active duty for training is not allowable.
4. The un-remarried widow or widower of a veteran who died of a service-connected disability.
5. Any service member in receipt of the Armed Forces Expeditionary Medal is eligible for veterans preference (assuming he/she meets other criteria established).

Branch of Service _____

Date of Entry _____

Date of Discharge _____

Signature _____ Date _____