



ATHENS COLLEGE *of* MINISTRY

FACULTY & STAFF APPLICATION FORM

Please list the name of the position you wish to apply for. Application materials requesting general consideration for any unnamed position will not be considered as applications or retained. Applicant's files are not considered complete until all materials are received as listed in the position description.

Indicate Desired Position: _____

Type of Employment: Part-time Full-time

Applicant Biographical Data

Please type or print legibly using black ink.

Name: _____
(Last) (First) (Middle)

Maiden Name or other previously used name: _____

Address: _____

Active e-mail address: _____

Home Phone: _____ Cell Phone: _____

Social Security Number: _____

U.S. Citizen? Yes No If no, authorized to work in the U.S.? Yes No
(Proof of citizenship or immigration status will be required upon employment)

List other current employment: _____

References

Please list three professional references whom you have known at least two years:

Name: _____ Phone Number: _____

Address: _____

Name: _____ Phone Number: _____

Address: _____

Name: _____ Phone Number: _____

Address: _____

I HEREBY CERTIFY that the information provided in this application is true to the best of my knowledge and belief. I understand that any false information, omission or misrepresentation of facts called for in this application, or any supplements thereto, is cause for rejection of my application and/or discharge at any time during my employment.

I UNDERSTAND that the use of this form does not indicate that there are any position openings and does not in any way obligate the Athens College of Ministry. Further, I understand that any employment offer is contingent upon verification of all documentation as may be required by the Athens College of Ministry.

I AGREE to uphold the Belief Statement of the Athens College of Ministry if a faculty position is obtained.
(www.acmin.org/Belief-Statement)

Notice of Background Check for Employment at Athens College of Ministry

I authorize the Athens College of Ministry to contact the persons or entities listed in the application, and further authorize the release of any and all information that may be relevant to this application. I hereby release the Athens College of Ministry, and any entity which releases information about me to ACMin, from any reasonable actions taken in performing a consumer report (to include, but not limited to, credit, MVR or criminal background check) on my past history, now, and on future dates and/or investigation consumer report may be made and forwarded to the Athens College of Ministry. I understand that acceptance of this application by ACMin will result in it becoming an official document subject to public disclosure under the Georgia Open Records Act.

Applicant's Acknowledgment Agreement: I authorize investigation of all information contained in the application for employment. I affirm that all information contained in this document is complete and that any misrepresentation, falsification, or willful omission herein shall be sufficient reason for dismissal or refusal of employment. I understand that any employment with this organization is contingent on my satisfactory reference review, criminal background check, and pre-employment drug screen, if applicable.

In addition, I grant Athens College of Ministry permission to contact any previous employer(s) listed on my credentials for the purpose of reference checks, unless otherwise noted on this document. I also grant permission to any such previous employer to disclose any and all information concerning my previous employment.

By submitting this application, I have read and understand the above terms. If selected for an interview, I understand that I may be required to provide additional information.

Signed: _____ Date: _____

The Athens College of Ministry is dedicated to the principle of equal opportunity-- its programs, services, and policies are guided by that principle. The Athens College of Ministry will engage in a personal, individualized review of applicants' files, giving consideration to the ways in which an applicant might contribute to ACMin's environment. No policy, either explicitly or implicitly, will lead to automatic acceptance or rejection of students or faculty based on any specific diversity considerations.

The following information is for reporting purposes only and will not be considered as a basis for employment.

- American Indian/Alaskan Native Asian/Pacific Islander Black Hispanic
 Multiracial White

Date of Birth: _____ Sex: Male Female