



APPLICATION FOR EMPLOYMENT
 1500 Highway 197 North • PO Box 65 • Clarkesville, GA 30523
www.northgatech.edu

Daytime Telephone Number

E-mail Address

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Last Name						First Name			Middle Initial		
Street Address									Apartment No.		
City						State		ZIP Code		County	

EMPLOYMENT ELIGIBILITY: To be employed by the Technical College System of Georgia, an applicant 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 within established time frames (for certain positions). Please answer the following questions.

Are you a United States (US) citizen or an alien authorized to work in the US? <p align="center"><input type="checkbox"/> YES <input type="checkbox"/> NO</p>	Have you ever been dismissed from any State of Georgia government position? <p align="center"><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p align="center"><i>If YES, please attach dates & explanation</i></p>

TYPE OF WORK: Please do not submit without titles.

Specific Job Title Sought	TCSG Work Unit

EMPLOYMENT AVAILABILITY:

What type of employment are you interested in? Full Time Part Time Temporary All

CERTIFICATION: Read carefully before signing and dating. Unsigned applications will be returned.

I certify that all information on this application is correct. I authorize any agent or employee of the State or any referenced employer to verify this information and to release it to anyone who may consider me for employment. I understand that intentionally providing false information on this application or any accompanying attachments is a violation of state law and that any falsification of material fact may disqualify me from employment. If employed before the falsification is uncovered, I understand that I may be released from employment. I also understand that any application 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.

I understand that if I am offered employment with any work unit or technical college associated with the Technical College System of Georgia, the offer will be contingent upon the successful completion of a criminal history records check and, for certain job categories, will also be contingent upon the successful completion of one or more of the following: a motor vehicle records check; a credit history records check; a drug test; a medical examination; and/or, a psychological examination or other screening device for law enforcement positions requiring certification by the Georgia Peace Officer Standards and Training Council. NOTE: I also understand that there are certain criminal convictions and motor vehicle violations which may preclude my employment. Further information may be found in the State Board of the Technical College System of Georgia Procedure governing Background Investigations.

Signature	Date
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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. Include the number and types of employees under your supervision. Failure to give complete and detailed information regarding each job held may result in your disqualification from employment consideration.

If you need additional space for the "Employment Section," please see page 6 of this application.

Current or Last Employer			Your Job Title		
Address			From (Mo/Yr)	To (Mo/Yr)	Hours per week
City	State	ZIP Code	Check One: <input type="checkbox"/> Paid <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern		Annual Salary
Your Supervisor's Name & Title			May we contact Employer? <input type="checkbox"/> YES <input type="checkbox"/> NO		Supervisor's Phone
Reason for leaving			# and types of employees you supervised:		

Describe in detail your job duties and the average percent of work time you spent on each duty.

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EDUCATION:			
High School Graduate or GED? <input type="checkbox"/> Yes <input type="checkbox"/> No	Technical/Business School	No. of Months	Field of Study

PLEASE LIST BELOW ALL COLLEGES ATTENDED, DEGREE(S) OBTAINED AND COURSEWORK HOURS:					
Name of College/University Attended	Degree Earned	Major	Minor	Number of Hours	Degree
	Yes / No				
	Yes / No				
	Yes / No				
	Yes / No				
	Yes / No				

GEORGIA LICENSES AND CERTIFICATIONS:			
Type of License/Certificate	Specialization/Endorsements	License/Certificate Number	Expiration (Mo/Yr)
Commercial Driver's License (CDL) Class <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C			
Other:			

Employment of Relatives: Do you have any relatives employed by the Technical College System of Georgia?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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If you selected "Yes" to the question above, please indicate below the Technical College or TCSG work unit where they are employed:	
Technical College:	TCSG work unit:

If "Yes," please provide the employee name:

Relationship:

Other Employment: Do you currently work for another State of Georgia Agency/Department in a Full-time or Part-time capacity? If "YES," please indicate the name of the agency/department and the position held:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you currently work in the Technical College System of Georgia (TCSG) System Office or for a Unit (Technical College) of the TCSG in a Full-time or Part-time capacity?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If "Yes," please indicate the name of the Technical College:	
If within the System Office, please indicate which work unit:	

Retirees: Are you currently receiving retirement benefits from the State of Georgia (i.e. TRS, ERS, PSERS, LRS, or JRS)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Accommodations for Applicants with Disabilities: Do you require special examination accommodations because of a disability? If so, please attach a note to this application asking us to telephone you in order to make arrangements. Prior arrangements are necessary in order to receive an accommodation for testing or an interview. You must (1) tell the System Office you need an examination accommodation PRIOR to the test or interview, (2) have the accommodation authorized BEFORE being tested or interviewed, and (3) provide documentation to show the need for the accommodation (if requested by the Technical College System of Georgia).
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Veteran's Preference: Preference will be given to veterans and other persons eligible for veterans' preference as identified in State Personnel Board Rule 18, Paragraph 18.200, provided the individual's qualifications for the job he/she has applied for are equivalent to the most suitable non-veteran applicant for that same job. Preference does not apply in situations involving a promotion, demotion, or transfer to a different job.

<input type="checkbox"/>	VETERAN: DD214 showing dates of service & type of discharge.	<input type="checkbox"/>	DECEASED VETERAN'S SPOUSE: DD214; marriage certificate; veteran's death certificate or casualty report.
<input type="checkbox"/>	DISABLED VETERAN: DD214; certificate of service-connected disability (at least 10%) from the VA dated within the last 6 months.	<input type="checkbox"/>	DISABLED VETERAN'S SPOUSE: DD214; marriage certificate; disabled veteran's documents dated within last 6 months (veteran must have 100% disability).

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, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, veteran 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(s) are designated to ensure compliance and to coordinate and process any grievances therein:

Title IX Coordinator
Dr. Michael King
North Georgia Technical College
1500 Hwy. 197 N., P.O. Box 65
Clarkesville, GA 30523
Tel: 706-754-7711

Section 504 Coordinator
Mr. Daniel Gregg
North Georgia Technical College
1500 Hwy. 197 N., P.O. Box 65
Clarkesville, GA 30523
Tel: 706-754-7728

Equal Employment Opportunity Self-Identification:

The Technical College System of Georgia 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.

Ethnic Origin: Are you of Hispanic/Latino origin? Yes No
If "No" please check below all races that apply.

Please check if you do not wish to self-identify.

Race:

- 1) American Indian or Alaskan Native
- 2) Asian
- 3) Black or African American
- 4) Native Hawaiian or Other Pacific Islander
- 5) White
- 6) Two or more races

Gender:

- Male
- Female