

**JOHN A. LOGAN COLLEGE
NEPOTISM STATEMENT**

John A. Logan College has a policy on hiring relatives, so the personnel office needs to inquire about family working for the College. The “family” list below includes those relationships that the College considers under its nepotism policy.

While the College is committed to hiring the most qualified candidates, and is committed to hiring individuals solely on the basis of their qualifications and suitability for the job, family members of the Board of Trustees (excluding student trustee) or full-time faculty and staff may not be considered for employment at John A. Logan College.

FAMILY - is defined to mean the husband, wife, child, or child’s spouse, parent or parent’s spouse, brother or brother’s spouse, sister or sister’s spouse, domestic partner and individuals in the same household. “Family” also includes an employee or board member’s spouse’s child, parent, brother, or sister.

This policy does NOT apply to part-time employees, including student workers.

Does anyone related to you as described on the list work for the College, in any capacity including: full-time, temporary, grant, or under contract. A positive answer does not necessarily eliminate you from consideration.

YES _____ NO _____ If yes, describe:

Applicant Name: _____

Applicant signature: _____

Date: _____

John A. Logan College is an equal opportunity/affirmative action employer and encourages applications from all qualified candidates.



Please print or type the following information:

Date _____

Name

Last *First* *Middle Initial*

Address

Street/P. O. Box

City *State* *Zip Code*

Home Telephone

(____) _____ **Business Telephone** (____) _____ **Social Security No.** _____

Position Desired
(be specific)

1. When will you be available to begin work? _____

2. Please indicate how you learned of John A. Logan College as a source of employment.

- Employee Bulletin
 Student Agency
 Newspaper Other (please specify) _____

3. If hired, will you consent to an employment physical? Yes No

4. If hired, will you furnish proof of age? Yes No

5. Are you a U.S. citizen, or do you have a legal right to work in the U.S.? Yes No

Immigration status _____

6. If you are not a U.S. citizen, can you provide an authorized work permit? Yes No

7. Are you a veteran of the U.S. armed forces? Yes No

Branch of service _____ Entrance date _____

8. **Have you ever been convicted of a crime other than a minor traffic violation? (Disclosure of a criminal record will not necessarily disqualify you from employment consideration. Each offense will be evaluated on its own worth with respect to time, circumstance, and seriousness, and the relationship to the job in which you are applying.)** Yes No

If yes, explain _____

(Attach separate sheet if necessary.)

Academic Training

Highest degree now held _____

Credit hours earned beyond highest degree _____ (semester) _____ (quarter)

Major field _____

Now a candidate for _____ degree to be conferred on or about _____

Formal Education

<i>College or University (undergraduate)</i>	<i>City/State</i>	<i>Major/Minor Field(s) of Study</i>	<i>Degree & Date or Date Last Attended</i>
<i>University (graduate/professional)</i>	<i>City/State</i>	<i>Major/Minor Field(s) of Study</i>	<i>Degree & Date or Date Last Attended</i>

<i>Professional Certificates or Licenses (such as Certified Public Accounting)</i>	<i>Certificate or Degree & Field</i>	<i>Dates</i>

Relevant Employment History

Begin with the **most recent** employment and list all jobs in reverse order. Please include employment dates, title, annual salary, reason for leaving, and a brief description of duties and responsibilities performed for each listed employer.

EMPLOYER (Name and Address)	EMPLOYMENT DATES		Title Held	Annual Salary
	From (Mo/Yr)	To (Mo/Yr)		
	Duties & Responsibilities:			
Telephone: ()	Reason for Leaving:			
Supervisor:				
	Duties & Responsibilities:			
Telephone: ()	Reason for Leaving:			
Supervisor:				
	Duties & Responsibilities:			
Telephone: ()	Reason for Leaving:			
Supervisor:				
	Duties & Responsibilities:			
Telephone: ()	Reason for Leaving:			
Supervisor:				

References (continued)

Name & Address of Reference	Profession, Business, or Occupation of Reference
Telephone: ()	
Telephone: ()	

Do we have your permission to contact employers and references? Yes No

Place an "X" before those employers and/or references that you do not wish to be contacted without your permission.

Public Law 91-508 requires that we advise you that a routine inquiry may be made which will provide applicable information concerning character, general reputation, and personal characteristics.

Educational Loan Certification

All applicants must complete the following section as required by Illinois State Law (Public Act 85-827). Information obtained will not be used as a factor in considering your application for employment.

Please check one of the following:

- I certify that ***I am not in default on an educational loan*** guaranteed by the Illinois Student Assistance Commission under the Higher Education Student Assistance Law, any education loan made by an institution of higher education from the proceeds of loan to the institution by the Illinois Independent Higher Education Loan Authority under the Illinois Independent Higher Education Loan Authority Act, or any other loan from public funds for the purpose of financing an individual's attendance at an institution of higher education, in the amount of \$600 or more.
- I certify that ***I am in default on an educational loan*** guaranteed by the Illinois Student Assistance Commission under the Higher Education Student Assistance Law, any education loan made by an institution of higher education from the proceeds of a loan to the institution by the Illinois Independent Higher Education Loan Authority under the Illinois Independent Higher Education Loan Authority Act, or any other loan from public funds made for the purpose of financing an individual's attendance at an institution of higher education in the amount of \$600 or more.

If I am employed by the College, I agree as a condition of employment, to make arrangements for repayment of this loan with the maker or guarantor within 6 months from the date of employment. I understand that failure to do so will result in termination of employment.

Signature of Applicant _____ Date _____

Consent

I understand that any false answer or statements made by me on this application, or any supplement thereto, may be grounds for immediate discharge.

Immigration Reform. The Immigration Reform and Control Act of 1986 requires all employers to verify the identity and employment authorization of all new employees. If you are hired, it will be necessary for you to furnish this documentation. If any doubt exists regarding your eligibility for employment, you will be asked to show your visa and/or work permit.

Signature of Applicant _____ Date _____

Verification of Education & Experience

A John A. Logan College application is required for any position. Unofficial transcripts (certificates) are acceptable for applicants qualifying on the basis of college or vocational training to meet minimum qualifications. *Official transcripts (certificates) and verification of experience are required prior to appointment to a position.*

Submission of Application Materials

Submit application materials to Personnel Services, Room C116.

For further information, contact Personnel Services, Ext. 8273, at one of the following toll-free numbers:

Carterville & Williamson County	985-3741 (operator)
	985-2828 (direct extension access)
Carbondale & Jackson County	549-7335 (operator)
	457-7676 (direct extension access)
Du Quoin	542-8612
West Frankfort	937-3438
Crab Orchard, Gorham, & Trico areas	1-800-851-4720
TTY (hearing-impaired access)	985-2752

The John A. Logan College home page is accessible at <http://www.jalc.edu>

John A. Logan College does not discriminate on the basis of race, religion, color, national origin, disability, age, sexual orientation, or gender orientation.

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