

Application for Adjunct Instructor Position

Date \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Date available \_\_\_\_\_

Are you currently legally authorized to work in the United States? \_\_\_\_ Yes \_\_\_\_ No

If no, please explain \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_ Yes \_\_\_\_ No

If yes, please explain \_\_\_\_\_

Educational History (list highest degree first)

Institution	Degree awarded	Year awarded	Discipline(s)
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Previous college teaching experience (include a list of courses taught)

Other training, skills, credentials, or certifications that relate to your qualification to teach (a) particular course(s) in (a) particular discipline(s)

Professional References

Name	Title	Employer	Telephone	Email
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- 1.
- 2.
- 3.

## Certification and Release

I certify that the information I have given in this application for employment is true, correct and complete. I further certify that, in completing this application, I have not withheld any facts or information that would be important or relevant to Birmingham-Southern College in its consideration of my application. I understand that any misrepresentation or omission of information by me will result in my application being denied, or will be cause for my immediate termination in the event such misrepresentation or omission is discovered after I have been employed by the College. BSC complies with the Alabama Child Protection Act of 1999. I understand that Birmingham-Southern College is required by that Act to obtain a criminal background history check on me. I consent to have this background information check obtained by and released to Birmingham-Southern College. I also agree to provide a complete, functional set of my fingerprints to the BSC campus police.

I also agree to allow Birmingham-Southern College to have a consumer investigative report made as to my employment history, motor vehicle driving record, social security information, and any other information deemed relevant to my potential employment by the College. I am aware that the background report I consent to have prepared may include information obtained from a variety of sources, including but not limited to governmental agencies, courts, law enforcement officials, and any other person, firm or entity having control or possession of any information pertaining to me or my background. I am aware that, if I choose, I may obtain, at my expense, a copy of any consumer investigative report prepared concerning me, if I make a request for such a copy in writing.

I specifically consent to allow Birmingham-Southern College to contact any person whom I have identified in this application, whether as a reference, a former employer or otherwise. By this consent, I hereby release, discharge, exonerate, hold harmless and indemnify BSC (including all its trustees, officers, employees, agents and representatives), together with any other person, firm or entity furnishing information to BSC, from any and all liabilities of every nature and kind, including but not limited to, claims for libel, slander, invasion of privacy, related tort claims, or any other claim or cause of action whatsoever, unless this release is determined to violate the law or the public policy of the State of Alabama, and, in that event, my release will be permitted to the maximum extent allowed by Alabama law.

I understand that Birmingham-Southern College may send this authorization and release to third persons or parties. I agree that a photocopy or facsimile of this document, as signed by me, will be as valid as an original.

In the event I am hired by Birmingham-Southern College, I agree to comply with and abide by all policies and procedures of the College relating to employment and conduct by employees.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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Please return the completed application, along with a copy of your curriculum vita, to the department chair.