



**NEPOTISM STATEMENT**

John A. Logan College has a policy on hiring relatives, so the Office of Human Resources 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.*



**John A. Logan College**  
**Carterville, Illinois 62918**

**Non-Teaching Professional  
 Application Form**

Please print or type the following information:

**Date:** \_\_\_\_\_

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_ **Middle Initial:** \_\_\_\_\_

**Address:** \_\_\_\_\_

*Street/P.O. Box*

*City*

*State*

*Zip Code*

**Home Telephone** \_\_\_\_\_ **Business Telephone** \_\_\_\_\_ **Cell Telephone** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_ **Social Security No.** \_\_\_\_\_

**Position Desired**  
*(be specific)* \_\_\_\_\_

1. When will you be able to begin work? \_\_\_\_\_

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

- |                                    |                                   |   |                                 |
|------------------------------------|-----------------------------------|---|---------------------------------|
| <input type="checkbox"/> Employee  | <input type="checkbox"/> Bulletin | <input type="checkbox"/> Student                      | <input type="checkbox"/> Agency |
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> Website  | <input type="checkbox"/> 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 \_\_\_\_\_

**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 &amp; 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 &amp; Date or Date Last Attended</i>

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

**Transcripts must be submitted to meet the minimum application requirement.**

**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. You **must** provide employment history on this page, even if you are submitting a resume.

**PLEASE DO NOT USE "SEE RESUME".**

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

Have you ever been suspended or discharged from any position?

Yes  No

If yes, give reason for suspension or discharge.

***Memberships in Honor Societies & Learned & Professional Organizations***

List those relevant to the position.

***Scholarships, Prizes, Honors, or Other Recognitions, & Publications***

List those relevant to the position.

***References***

References may be personal or business references. Please do not use relatives or employers listed on preceding page.

<b><i>Name &amp; Address of Reference</i></b>	<b><i>Profession, Business, or Occupation of Reference</i></b>
<b><i>Telephone:</i></b>	
<b><i>Telephone:</i></b>	

**References Continued**

<b>Name &amp; Address of Reference</b>	<b>Profession, Business, or Occupation of Reference</b>
<b>Telephone:</b>	
<b>Telephone:</b>	

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 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.
  
- 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 Human Resources, Room C116.

John A. Logan College  
700 Logan College Road  
Carterville, IL 62918

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

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>Carterville and Williamson County .....</li> <li>Carbondale and Jackson County .....</li> <li>Du Quoin .....</li> <li>West Frankfort .....</li> <li>Crab Orchard, Gorham, &amp; Trico areas .....</li> </ul> | <ul style="list-style-type: none"> <li>(618) 985-3741 (operator)</li> <li>(618) 985-2828 (direct extension access)</li> <li>(618) 549-7335 (operator)</li> <li>(618) 457-7676 (direct extension access)</li> <li>(618) 542-8612</li> <li>(618) 937-3438</li> <li>1-800-851-4720</li> </ul> |
|---|--|

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.*

**AUTHORIZATION TO DO CRIMINAL BACKGROUND CHECK**

In connection with your application, you hereby authorize John A. Logan College to obtain and furnish reports from various agencies regarding your criminal history to John A. Logan College for employment purposes.

The amended Fair Credit Reporting Act (1997) requires that we inform you that a background check may be conducted as part of our employment screening process. The main objective of the background check is to verify information you provided on your application/resume or during the interview process. In the event that any report from an outside agency is utilized in making an adverse decision regarding your potential employment, JALC will provide you with an address to obtain a copy of the information or report and a description in writing of your rights under the law prior to making such an adverse employment decision. We will provide you with the disclosure within five (5) business days of the date on which we receive your written request.

**I hereby authorize and request all circuit courts and their officers, officials and employees, state agencies and their officials and employees, local and state law enforcement agencies, federal law enforcement agencies, International law enforcement agencies having criminal information relevant to my background for employment purposes, to release any and all information upon John A. Logan College’s request. I further release, hold harmless and agree to indemnify any of the foregoing from any and all liability, injury, damages, claims, demands, causes of action, suits, judgments and executions, whether sounding in tort, contract, equity or law, which I and my heirs, personal representatives, assigns, executors and administrators now have, or in the future may have, against any of the foregoing for providing the requested reports to John A. Logan College.**

**PLEASE TYPE OR PRINT LEGIBLY**

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_ **Middle Name:** \_\_\_\_\_

**Other names known by (including maiden):** \_\_\_\_\_

**Address:** \_\_\_\_\_  
Street/P.O. Box, City, State, Zip Code, County

**Date of Birth** \_\_\_\_\_ **Driver’s License #** \_\_\_\_\_ **State** \_\_\_\_\_

**SS#** \_\_\_\_\_  **Male**  **Female**

**Home Addresses for the Past 7 Years:**

<b>Street Address</b>	<b>City</b>	<b>State</b>	<b>County</b>	<b>Dates</b>	<b>Mo/Year</b>

**Previous Felony/Misdemeanor Criminal Convictions?**  Yes  No

<b>Charge/Conviction</b>	<b>County</b>	<b>State</b>	<b>Dates</b>	<b>Mo/Year</b>

By my signature below, I hereby authorize JALC to obtain my criminal history. I hereby state that I have read this document in detail and clearly understand the terms and rights that I have granted to JALC for the collection and release of the aforementioned information.

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

A conviction record will not necessarily be a bar to employment, and factors such as age at the time of the offense, seriousness and nature of the violation, and rehabilitation will be considered.



## JALC SURS ANNUITANT VERIFICATION FORM

John A. Logan College  
Office of Human Resources  
Carterville, IL 62918  
618-985-2828 ext. 8273 FAX: 618-985-3906

### SURS ANNUITANT VERIFICATION FORM

Any college or university that employs an “affected annuitant”<sup>1</sup> is required to make contributions to the State Universities Retirement System (1-800-ASK-SURS or www.surs.org) equal to the affected annuitant’s annualized retirement annuity (Public Act 97-0968). As a condition of your employment, you must verify your SURS annuitant status. You may also be required to provide sufficient information to confirm your status.

Please answer the question(s) below and provide the information requested. This form and the requested information must be returned to the Office of Human Resources prior to employment.

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Have you ever been employed by a SURS employer? NO  Proceed to page 2, YES   
Complete Questions 1 – 6.

1. I AM an “Affected Annuitant”, No  Yes
2. I AM  / AM NOT  (check the applicable answer) receiving a retirement annuity from SURS.
3. I WILL  / WILL NOT  (check the applicable answer) suspend my annuity payment from SURS.
4. I WILL  / WILL NOT  (check the applicable answer) become an “affected annuitant” as defined under SURS based on my current academic year employment or my anticipated employment in the academic year for which I am seeking employment by the College.
5. Do you currently work for another SURS entity? NO  YES  (check the applicable answer). If yes, please list the other SURS entities you are employed by.

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6. Do you intend to work for another SURS entity in the academic year for which you are seeking employment by the College? NO  YES  (Check the applicable answer). If yes, please list the other SURS entities you anticipate working for.
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*If you are a current SURS annuitant who wants to work full-time for John A. Logan College you must suspend your annuity. To take action, you must request the following form directly from SURS: "Election to Forego the Receipt of Annuity Payments during Reemployment".*

*The College recommends you receive counseling from SURS on the impact of filing this form and the temporary stoppage of your annuity payment. The Human Resources department must receive a copy of the form you have filed with SURS and receive verification from SURS regarding stoppage of payments and effective date. Upon receipt of the required information and documentation your employment may begin. During employment SURS will be deducted from your wages. As the annuitant you are responsible for contacting SURS regarding reinstating your annuity payment when employment ends.*

**Verification**

The information in this SURS Annuitant Verification Form is true, correct and complete to the best of my knowledge and belief. I understand that any misrepresentation or omission of fact, as stated or implied on this form is sufficient reason for not hiring me and will result in my immediate dismissal if already hired.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

NOTE: A person receiving a retirement annuity from the System becomes an "affected annuitant" on the first day of the academic year following the academic year in which the annuitant first meets both of the following conditions:

- (1) While receiving a retirement annuity under this Article, the annuitant has been employed on or after August 1, 2013 by one or more employers under this Article for a total of more than 18 paid weeks (which need not have been with the same employer or in the same academic year).
- (2) While receiving a retirement annuity under this Article, the annuitant was employed on or after August 1, 2013 by one or more employers under this Article and received or became entitled to receive during an academic year compensation for that employment in excess of 40% of his or her highest annual earnings prior to retirement. Paid weeks worked by an employed annuitant in which the annuitant is compensated solely from federal, foundation, trust, or corporate funds, or state grants in which the principal investigator is named are excluded from the paid weeks condition.