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**NEPOTISM STATEMENT**

John A. Logan College has a policy on hiring relatives, so the Office of Human Resources needs to inquire about families working for the College. The "family" list below includes relationships 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 based on their qualifications and suitability for the job, family members of the Board of Trustees (excluding student trustees) 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" 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: \_\_\_\_\_

Click or tap to enter a date.

*John A. Logan College is an equal-opportunity employer. John A. Logan does not discriminate in employment with regard to race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status, or unfavorable discharge from military service or any other characteristic protected by law.*

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

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

*Street/P.O. Box*

*City*

*State*

*Zip Code*

**Telephone** \_\_\_\_\_ **Secondary Telephone** \_\_\_\_\_

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

**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.
3. If hired, will you consent to an employment physical?
4. Are you a U.S. citizen, or do you have a legal right to work in the U.S.?

**Academic Training**

Highest degree now held \_\_\_\_\_

Credit hours earned beyond highest degree \_\_\_\_\_ (semester) \_\_\_\_\_ (quarter)

Major field. \_\_\_\_\_

Now, a candidate for \_\_\_\_\_ the

degree to be conferred on or about \_\_\_\_\_.

**Formal Education**

<b>College or University (Undergraduate)</b>	<b>City/State</b>	<b>Major/Minor Field(s) of Study</b>	<b>Degree &amp; Date or Date Last Attended</b>

<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>

**Relevant Employment History**

Begin with the **most recent** employment and list all jobs in reverse order. Please include employment dates, title, 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"**.

<i>EMPLOYER (Name and Address)</i>	<i>EMPLOYMENT DATES</i>		<i>Title Held</i>
	<i>From (Mo/Yr)</i>	<i>To (Mo/Yr)</i>	
	<i>Duties &amp; Responsibilities:</i>		
<i>Telephone:</i>	<i>Reason for Leaving:</i>		
<i>Supervisor:</i>			
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<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?  
 If yes, give the 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.

## *Educational Loan Certification*

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

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 to finance 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 to finance an individual's attendance at an institution of higher education in the amount of \$600 or more.

If the College employs me, I agree, as a condition of employment, to make arrangements to repay this loan with the maker or guarantor within six (6) months from the hire date. 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 I made 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 all new employee's identity and employment authorization. If you are hired, it will be necessary for you to furnish this documentation. If any doubt exists regarding your employment eligibility, you will be asked to show your visa or work permit.

Signature of Applicant

## ***Verification of Education & Experience***

A John A. Logan College application is required for any position. *Official transcripts (certificates) and experience verification are required before appointment to a position.*

***Submission of Application Materials*** You may submit application material to Human Resources through email at : [humanresources@jalc.edu](mailto:humanresources@jalc.edu) or by mail.

John A. Logan College  
700 Logan College Road  
Carterville, IL 62918  
Attention: Human Resources