

Employment Applications

Adopted by President's Cabinet 12/20/16

All open employment positions at East Georgia State College will be posted on the college's website at <https://employment.ega.edu>.

An employment application must be completed by each person formally applying for a posted vacancy at East Georgia State College. All employment applications are submitted and retained through the online application system located at the above link. Additional application materials such as resume, vita, may be required depending on the position and will be noted in the job advertisement and may be attached to the on-line applications.

The online application system is confidential and keeps the job applicant information up to date while expediting the hiring process. Applicants that need ADA accommodation can contact the Office of Human Resources for assistance. Applications are accepted only for open positions and will be returned to the applicant if there are no current position openings.

Disclosure of Criminal Record History

Non-sensitive positions: In compliance with state law, the employment application form does not require applicants for non-sensitive positions to disclose criminal record history. However, after an applicant for a non-sensitive position has been selected for hire by the hiring committee and received a conditional offer of employment by the college, the applicant will be asked to disclose criminal record history and consent to a criminal background check. The applicant must pass the criminal background check in order to be eligible for the position.

Sensitive positions: Applicants for positions of trust in which a criminal history would be an immediate disqualification from employment may be asked to disclose criminal record history during the initial screening process and prior to a conditional offer of employment. Positions of trust include those that involve interaction with children, after-hours access to facilities, access to financial resources including a Purchase Card, or positions that have been otherwise identified by the hiring official to require a more extensive background investigation, such as police officers.

Criminal background investigation reports are conducted by outside vendors and managed by the Office of Human Resources. Criminal background investigation reports are reviewed by the Employee Criminal Background Investigation Committee and evaluated according to criteria found in the ***EGSC Background Investigation Policy***.

When an applicant is hired, the application is retained in the employee's permanent file. All records related to recruiting, interviewing and hiring are retained in compliance with the USG record retention schedule.