

APPLICATION PROCEDURE:

WCCS is an equal opportunity employer and complies with the American with Disability Act. WCCS will make reasonable accommodations for disabled applicants or employees. Any applicant needing special assistance in the application process should request such assistance when requesting the application form. Applications forms are available from and should be returned to:

Human Resources Office
Wallace Community College Selma
P.O. Box 2530
Selma, Alabama 36702-2530
Phone (334) 876-9234, or 876-9227
Fax (334) 876-9250
Website: www.wccs.edu

APPLICATION DEADLINE:

Application forms are available online at www.wccs.edu. A complete application package consisting of a WCCS application, a current resume', a copy of transcript(s) verifying required degree or certification, work experience verification in writing from current or previous the employer confirming the experience stated in the "Qualification" section. Verification should be printed on company letterhead, include dates of employment and position title(s). A complete application package is the responsibility of the applicant.

In accordance with Alabama Community College System policy and procedures, the applicant chosen for employment will be required to sign a consent form and to submit a nonrefundable fee of \$13.00 (additional charges may apply) for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check. Wallace Community College Selma is an active participant in the Employment Eligibility Verification Program (E-verify). E-verify electronically confirms an employee's eligibility to work in the United States as required by the Department of Homeland Security.

Wallace Community College Selma is an equal opportunity employer and complies with the American with Disabilities Act. WCCS will make reasonable accommodations for disabled applicants or employees. . It is the official policy of the Alabama State Department of Education, including postsecondary institutions under the control of the State Board of Education, that no person in Alabama shall on the ground of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program, activity, or employment. Wallace Community College reserves the right to withdraw this job announcement at any time prior to the awarding.