

APPLICATION FOR EMPLOYMENT

McDowell Technical Community College

54 College Drive
Marion, North Carolina 28752
Telephone: (828) 652-6021

Office Use Only:
Status change: _____
Keyed: _____

Date Applied: _____

Date Hired: _____

Position: _____ Full-time Part-time Temporary

PERSONAL DATA

Name: _____
(Last) (First) (Middle)

Address: _____
(Street) (City) (State) (Zip)

Home Telephone: (____) _____ - _____ Work Telephone: (____) _____ - _____

Email: _____

SSN: _____ - _____ - _____ NC Retirement No. (If Active) _____

Membership in Social, Civic, and Professional Organizations: _____

Are you a citizen of the US? Yes No If you are not a US citizen do you have the legal right to work in the US? Yes No Explain _____

Have you ever been convicted of a misdemeanor or felony? Yes No If yes, complete the following (Minor traffic violations, not included) Date ____ / ____ / ____ Offense _____
Result _____

*Note an Answer of "yes" does not necessarily make you ineligible for employment.

Completion of this section is optional and used for statistical purposes.

Marital Status: M S Sex: M F Race: White African/American Indian/Alaskan
Birthdate: ____/____/____ Hispanic/Spanish Asian/Pacific Island

EDUCATION

School	Name	Major	Degree & Date
College/University			
College/University			
College/University			

Upon employment official transcript of highest degree earned required. Provide additional education on resume.

SPECIAL CERTIFICATION, LICENSE, EXPERTISE, ETC. Copies required.

EMPLOYMENT HISTORY

Name and Address	Dates Employed	Position and description of duties
1.		
Reason for leaving		
2.		
Reason for leaving		
3.		
Reason for leaving		
4.		
Reason for leaving		

Attach resume for further employment history – affects salary scale.

REFERENCES

Name & Occupation	Phone	
	Home	Business

List three people who know of your training, experience, or other qualifications but who are not related to you.

Certificate of Applicant

I certify that all information on this application is accurate, and recognize it is subject to verification and that my employment and / or continuance may be contingent upon its accuracy.

MTCC is hereby authorized to obtain information from my employer(s) and/or references. I hereby release MTCC from any liability in gathering such information and all other person for furnishing such information. If employed, I authorize MTCC to furnish whatever detail is available concerning my qualifications toward the accreditation status of the college and acknowledge that I will implement all policies and procedures set forth in the MTCC Employees Procedures Manual.

I hereby acknowledge that I have read and understand the above and seek employment under these conditions.

Signature