

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: _____

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

Marital Status: Sex: Race:
M S M F 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