



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

Date Applied: _____

Office Use Only:

Date Hired:

Status Change:

Position: _____

Keyed:

Full Time: **Part Time:** **Temporary:**

Application For Employment

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: _____

Education

College: _____
(Name) (Major) (Degree) (Date Completed)

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

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

Employment History

Company: _____ Phone Number: (____) ____ - _____
Address: _____ Dates Employed: _____
Position & Job Duties: _____
Reason for leaving: _____

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Address: _____ Dates Employed: _____
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Address: _____ Dates Employed: _____
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Address: _____ Dates Employed: _____
Position & Job Duties: _____
Reason for leaving: _____

Attach resume for further employment history – affects salary scale.

References

Name: _____

Phone Number: (____) ____ - ____

Occupation: _____

Relationship: _____

Name: _____

Phone Number: (____) ____ - ____

Occupation: _____

Relationship: _____

Name: _____

Phone Number: (____) ____ - ____

Occupation: _____

Relationship: _____

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

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

Marital Status:

Sex:

Birthdate:

M S

M F

Race:

White:

African American:

Indian/Alaskan:

Hispanic/Spanish:

Asian/Pacific Island:

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

MCDOWELL TECHNICAL COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

Rev. 9/00/3/01