**APPLICATION FOR EMPLOYMENT**

**EAST CENTRAL COMMUNITY COLLEGE**

**P. O. Box 129**

**Decatur, MS 39327**

**Toll Free: 1-877-GO-2-ECCC**

**Website:** [**www.eccc.edu**](http://www.eccc.edu)

**This application and its attachments will become a part of the files of East Central Community College and will not be returned. *East Central Community College is an “E-Verifier” employer.***

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** |  |  |  |  |  | **Social Security No.** | |  | | |  |  |
|  |  |  |  |  |  | | |  |  |
| **Name in full** | | | | |  |  |  |  |  |  |  |  |
|  |  |  |  | **(last)** |  | **(first)** |  |  | **(middle)** | | |  |
| **Present Address** | | |  |  |  |  |  |  | **Phone** |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  | **(street & no.)** | **(city)** | **(state)** | **(zip)** | | | | |  |
| **Permanent Address** | | | | |  |  |  |  | **Phone** | | |  |
|  |  |  |  | **(street & no.)** | **(city)** | **(state)** | **(zip)** | |  |  |  |  |
| **U.S. Citizen?** | |  | | | **If no, do you have the legal right to remain in the U.S.?** | | | | | |  |  |

**List the type(s) of position(s) desired in the order of preference:**

**Salary expected**

**Why do you wish to leave your present position? (Not applicable for students or adjunct faculty)**

**When would you be available for a position?**

**Pre-college educational level completed (circle)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** |  | **3** | **4** | |  | | **5** |  | **6** |  | **7** | |  | **8** | |  | **9** | **10** | | **11** | | **12** | |  |  |
| **Record of enrollment in post-secondary institutions (chronological order)** | | | | | | | | | | | | | | | | | |  |  | |  | |  | |  |  |
|  |  | |  |  | | | |  |  | |  | |  |  | | | |  | | |  | |  | |  |  |
|  |  |  |  |  | **YEAR** | | |  |  |  |  |  |  |  |  | |  | **SUBJECTS** | | |  | |  | |  |  |
|  |  | |  |  | **ATTENDED** | | | | **GRADUATION** | | | |  |  | | | |  |  | |  | |  | |  |  |
|  |  |  |  |  | **MAJOR** | | | |  |  |  | **MINOR** | |  | |  |  |
|  |  | |  |  |  | | |  |  | |  | |  |  |  |  |  | |  |  |
|  | **INSTITUTION** | |  |  |  | | |  |  | |  | |  |  | | | |  |  |  |  | |  | |  |  |
|  |  |  | **FROM** | |  | **TO** | **YEAR** | | **DEGREE** | |  | **NAME** | |  | | **HOURS** |  | **NAME** |  | **HOURS** |  | **GPA** |  |  |
|  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  | |  | |  |  |
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East Central Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, or qualified disability in its educational programs and activities, employment practices, or admissions processes. The following persons have been designated to handle inquiries regarding the non-discrimination policies of East Central Community College:

Inquiries regarding compliance with Title VI, ADEA, and Title IX is coordinated by Dr. Teresa Houston, Vice President for Instruction, Walter Arno Vincent Administration Building, Room 171, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6202, Fax: 601-635-4011, [thouston@eccc.edu](mailto:thouston@eccc.edu).

Inquiries regarding compliance with Section 504 and ADA is coordinated by Dr. Randall Lee, Vice President of Student Services, Eddie M. Smith Union, Room 201, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6375, Fax:601-635-3247, [rlee@eccc.edu](mailto:rlee@eccc.edu).

**Teaching experience (do not include student teaching):**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NAME AND ADDRESS** | | **YEARS** | |  |  | **SUBJECT MATTER AND** | | **NAME OF** |
| **OF SCHOOL** | | **FROM** |  | **TO** | | **GRADE LEVEL TAUGHT** | | **ADMINISTRATOR** |
|  | |  | | |  |  | |  |
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|  | |  | | |  |  | |  |
| **Experience other than teaching (including military service):** | | | | | |  | |  |
|  | |  | |  |  |  | |  |
|  |  | **YEARS** | |  |  |  |  |  |
| **EMPLOYER AND ADDRESS** |  | **FROM** |  | **TO** |  | **DUTIES PERFORMED** |  | **NAME OF SUPERVISOR** |
|  |  |  |  |  |  |  |  |  |
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**List any honors, awards, or other recognition which should be considered in relation to the position for which you are applying.**

**Leadership and service**

**Academic**

**Have you had any previous criminal or license actions on record? Yes\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_ Any pending hearings?\_\_\_\_\_\_\_\_ Have you ever been convicted of a felony? Yes\_\_\_\_\_\_\_No\_\_\_\_\_\_\_**

**If “Yes” to questions above, please explain.**

**References: List three references including the immediate supervisor in your most recent position of employment. If chosen as a finalist, we reserve the right to contact your current employer.**

**Name** **Position** **Address** **Telephone** **Fax**

**Each applicant for a professional position will be requested to submit official transcripts of all college work completed. At such time as a vacancy occurs each candidate should also submit copies of any confidential files held by placement bureaus and request three current letters of recommendation for the specific position for which the candidate is applying.**

***Any falsifying of information provided on this application will be grounds for immediate termination and/or non-consideration for the employment.***

**Signature of Applicant** **Date**

**Rev. 3/21/2013**