

STAFF EMPLOYMENT APPLICATION

- The filing of an application and acceptance thereof by the institution do not indicate that there are positions open and in no way obligates Northeast Mississippi Community College.
- Employment applications will remain on file for one year from the application date. You will not be notified of the expiration of your application from active status. You must notify the Human Resources Office of you desire for your application to remain on active status.
- Open positions are listed on the Northeast web site (www.nemcc.edu) under "Employment." You should notify the Human Resources Office of your desire for your application to be specifically considered for any open position.

Applications for advertised positions must be received by the closing date stated on the Job Announcement. Applications may be hand delivered, mailed, or faxed to (662) 720-7321. All material should be directed to Human Resources Officer, Northeast Mississippi Community College, 101 Cunningham Boulevard, Booneville, MS 38829.

Position for which you are applying:	Part-time	Full-time	
Last Name:	First Name:	MI:	
Street /mailing address:	City:	State:	Zip:
Home Phone:	Work Phone:	Other Phone:	
Valid Driver's License Number:	State:		
Social Security Number:	Email address (optional)		

APPLICATION ACKNOWLEDGEMENT

I hereby authorize Northeast Mississippi Community College to investigate my background, references, employment record and other matters related to my suitability for employment. This may include a criminal background check, credit check and a check on my driving record. I also authorize my former employers or any third party to disclose to Northeast Mississippi Community College all reports and other information related to my suitability for employment, personal or otherwise, without giving me prior notice of such disclosure. I hereby release Northeast Mississippi Community College, former employers, and all references listed from any and all claims, demands or liability arising out of or related to such investigation or disclosure.

- I understand that employment into a driving position is dependent upon a safe driving record.
- I understand that falsification or omission of facts is sufficient cause of dismissal if an applicant is hired, regardless of the date of discovery.
- My signature below asserts that all information given in this application is true, and acknowledges understanding and agreement with all material and conditions as stated.

Applicant Signature	Date
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EDUCATION: Circle highest grade completed: High School 9 10 11 12 H.S. Graduate ___ Yes ___ No GED? ___ Yes ___ No

College or University Name and Location (Please provide copies of transcript(s))	Credit Hours	Major	Degree, if completed

Computer Skills: List the computer software programs and hardware with which you are proficient.

<u>Software</u>	<u>Hardware</u>	<u>Other equipment</u>

Other Training: Name and address of school(s) Course of Study Diploma or Certificate

Other skills relevant to employment: _____

EMPLOYMENT HISTORY: List your employment history beginning with your current or last position within the last five years. A resume and cover letter are highly recommended but will not be accepted in lieu of a completed application form.

<u>Employer</u>	<u>Address</u>	<u>From</u> <u>To</u>	<u>Reason for Leaving</u>

REFERENCES: Please list the names and telephone numbers of three references (co-workers, customers, and/or supervisors). At least two references should be other than current or former employees of Northeast.

Name Relationship Telephone Number

PLEASE READ CAREFULLY

Northeast Mississippi Community College, Booneville, Mississippi 38829, adheres to the principle of equal educational and employment opportunities without regard to age, race, sex, color, creed or national origin. This adopted policy includes the qualified handicapped and extends to all programs and activities supported by the college. For more information contact the Dean of Students, 101 Cunningham Blvd., Ramsey Hall, Booneville, Mississippi 38829; 662-720-7273.

