



FACULTY & ADMINISTRATION 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 your desire for your application to remain on active status.
- Open positions are listed on the Northeast web site (www.nemcc.edu) under "Human Resources." 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.

A completed application packet must include transcripts with degrees conferred and legends for all college/university academic preparation. Copies of transcripts will be accepted initially but official transcripts must be submitted prior to interviews.

| | | | |
|---|----------------------------------|--------------------------|--------------------------|
| Position for which you are applying: | | Part-time | Full-time |
| | | <input type="checkbox"/> | <input type="checkbox"/> |
| Last Name: | First Name: | MI: | |
| Street Address: | | | |
| City: | State: | Zip Code: | |
| 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

EDUCATION: CHECK HIGHEST GRADE COMPLETED

High School: 9 10 11 12 H.S. Graduate? Yes No GED? Yes No

| College or University Name and Location | Credit Hours | | Major | Degree, if completed |
|---|--------------|-----|-------|----------------------|
| | Sem | Qtr | | |
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Summary of Courses Taught: Please list all of the courses you have taught in the discipline for which you are applying.

| Dates Taught: From/To | Course Title |
|-----------------------|--------------|
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| List Current Licenses/Professional Registrations/Certifications | State | Expiration Date |
|---|-------|-----------------|
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Professional Memberships (Do not include those that indicate race, color, origin, sex, age or religious beliefs.)

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COMPUTER SKILLS: List the computer software programs and hardware with which you are proficient.

| SOFTWARE | HARDWARE |
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| Other Training: Name and address of school(s) | Course of Study | Diploma/Certificate |
|---|-----------------|---------------------|
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EMPLOYMENT HISTORY: List your employment history (including military experience) beginning with your current or last position within the last ten years. A resume and cover letter are highly recommended but will not be accepted in lieu of a completed application form. If you had more than one position with the same employer, list each separately. Attach additional sheets for continuation if necessary, following the same format. Failure to provide this information may result in your application not receiving proper consideration.

| | | | |
|----------------------|--|--|------------------------------------|
| Employer: | | Employment Dates | From: |
| | | | To: |
| Your Job Title: | | | Part time <input type="checkbox"/> |
| | | | Full time <input type="checkbox"/> |
| Address: | | | |
| Supervisor: | | Title: | Phone: |
| Description of Work: | | | |
| | | | |
| | | | |
| Reason for Leaving | | May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Employer: | | Employment Dates | From: |
| | | | To: |
| Your Job Title: | | | Part time <input type="checkbox"/> |
| | | | Full time <input type="checkbox"/> |
| Address: | | | |
| Supervisor: | | Title: | Phone: |
| Description of Work: | | | |
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| Reason for Leaving | | May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Employer: | | Employment Dates | From: |
| | | | To: |
| Your Job Title: | | | Part time <input type="checkbox"/> |
| | | | Full time <input type="checkbox"/> |
| Address: | | | |
| Supervisor: | | Title: | Phone: |
| Description of Work: | | | |
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| Reason for Leaving | | May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Employer: | | Employment Dates | From: |
| | | | To: |
| Your Job Title: | | | Part time <input type="checkbox"/> |
| | | | Full time <input type="checkbox"/> |
| Address: | | | |
| Supervisor: | | Title: | Phone: |
| Description of Work: | | | |
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| Reason for Leaving | | May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Employer: | | Employment Dates | From: |
| | | | To: |
| Your Job Title: | | | Part time <input type="checkbox"/> |
| | | | Full time <input type="checkbox"/> |
| Address: | | | |
| Supervisor: | | Title: | Phone: |
| Description of Work: | | | |
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| Reason for Leaving | | May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No | |

Have you ever been employed by NEMCC? Yes No

If yes, from _____ to _____

Position(s) held:

Location:

Are you related to any NEMCC employee or board member? Yes No If yes, name:

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

| Name | Relationship | Phone Number |
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Provide a brief statement concerning your education philosophy:

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.

