

Application for Employment



Instructions: In order to be processed, the application must be completed in ink (or typed) and signed.

Current Information

Date _____

Last Name _____ First _____ Middle _____

Mailing Address _____

City/State/Zip _____

Home Phone _____ Business Phone _____

Email Address _____ Position Desired _____

General Information

A. Have you previously been employed with Halifax Community College? Yes No
If yes, list position held, month, and year _____

B. When will you be available for work? _____ Expected Salary _____

C. Have you ever been terminated from an employment position? Yes No
If yes, describe the situation: _____

D. Are you prevented from lawfully becoming employed in this country because of visa or immigration status?
(Proof of citizenship or immigration status REQUIRED upon employment) Yes No

E. Are you a US Citizen? Yes No

F. Have you ever been convicted of a crime, excluding misdemeanors and summary offenses, which has not been annulled,
expunged, or sealed by a court? Yes No
If yes, describe in full: _____

A conviction will not necessarily disqualify the applicant for the position.

G. State names of relatives and friends working for Halifax Community College: _____

F. Membership in professional or civic organizations: _____

Military History

I certify that I am registered with Selective Service

I certify that I am not required to be registered with Selective Service because:

I am female

I am in the armed services on active duty

(note: does not apply to members of the Reserves and National Guard who are not on active duty)

I have not reached my 18th birthday

I was born before 1960

Branch of Service _____ Active Duty from/to _____

Rank at discharge _____ Date of final discharge _____

Describe your duties and any special training _____

Education

School	Name & address of school	Course of study	Credit hours	Degree/ Diploma Received	Yr. Received
Graduate or Professional					
College or University					
High School					
Special Certification					

Other special skills or training: _____

Halifax Community College requires that copies of transcripts accompany the application. (Official transcripts required upon hire). Background check required.

Please print your name as it appears on your Social Security Card: _____

References

All applicants must submit three professional letters of reference.

Name _____ Daytime Telephone Number _____

Name _____ Daytime Telephone Number _____

Name _____ Daytime Telephone Number _____

Education

(Begin with present or last position)

1. Company Name _____ Employed from _____ to _____
Address _____ Monthly Salary _____
Supervisor's Name _____ Phone # _____
Full Time: Years _____ Months _____ Part Time: Years _____ Months _____
If Part Time, number of hours worked per week: _____
Job Title _____
Duties _____
Reason for Leaving _____
May we inquire of this employer about your character and qualifications? Yes No

2. Company Name _____ Employed from _____ to _____
Address _____ Monthly Salary _____
Supervisor's Name _____ Phone # _____
Full Time: Years _____ Months _____ Part Time: Years _____ Months _____
If Part Time, number of hours worked per week: _____
Job Title _____
Duties _____
Reason for Leaving _____
May we inquire of this employer about your character and qualifications? Yes No

3. Company Name _____ Employed from _____ to _____
Address _____ Monthly Salary _____
Supervisor's Name _____ Phone # _____
Full Time: Years _____ Months _____ Part Time: Years _____ Months _____
If Part Time, number of hours worked per week: _____
Job Title _____
Duties _____
Reason for Leaving _____
May we inquire of this employer about your character and qualifications? Yes No

I hereby certify that all answers and statement in this application are true. I am aware that should investigations disclose misrepresentation or falsification, I may be dismissed and disqualified from futher college employment.

Applicant's signature _____ Date _____

To Be Completed by Applicant

Halifax Community College has my consent to obtain current and/or previous employer references.

I authorize release of this information to Halifax Community College.

Signature of Applicant

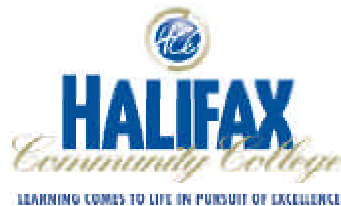
Print Name

Position Sought

Date

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, or disability.

Halifax Community College is an Equal Opportunity Employer.



100 College Drive
PO Drawer 809 • Weldon, NC 27890
Phone: (252)536-HCC1 (4221)
Fax: (252) 536-4144
www.halifaxcc.edu



Personal Information Form

The sole purpose of the Personal Information Form is to comply with record-keeping, reporting, and other legal requirements. Periodic reports to governmental agencies may be made on the following information. The completion of this form is optional. If you choose to volunteer the requested information, please note that all Personal Information Forms are kept in a confidential file and are not a part of your application for employment.

Please note: Inclusion or exclusion of any data will not affect any employment decision.

Position(s) Sought _____

Name _____ Date _____

Date of Birth _____

Marital Status: Single Married

Sex: Male Female

Citizenship:

- Non-resident foreign national
- Resident foreign national
- U.S. Citizen

Race:

- Asian
- Black
- Hispanic
- Native American
- White
- Other

Disability:

- None/prefer not to report
- Hearing
- Orthopedic
- Speech
- Vision
- Other

Veteran Status:

- No
- Yes

If required, have you registered with the Selective Service (Military Draft Board)? Yes No

How did you find out about this position? _____

If newspaper, which one? _____

To help us learn about your experiences, abilities, interests, and education, please prepare this application thoroughly and accurately. Your "Application for Employment" is used as a part of the selection process and should represent your best effort. It can only be officially considered after you have completed, signed, and submitted the application to Halifax Community College's Human Resources Department.

Halifax Community College

Applicant Oral and Written Communication Proficiency Checklist

Halifax Community College requires all applicants for positions other than janitorial and maintenance positions to demonstrate proficiency in oral and written communication. Oral communication proficiency will be determined during the interview process. Written communication proficiency is demonstrated by the completion of the following writing assignment.

In the space provided below, describe your philosophy of education. Please limit your comments to the space provided.

Printed Name of Applicant

Signature

TO BE COMPLETED BY INTERVIEWER:

- Applicant demonstrates proficiency in oral communication.
- Applicant demonstrates proficiency in written communication.

Signature of Interviewer

Date Interviewed