

APPLICATION FOR EMPLOYMENT

JACKSON COMMUNITY COLLEGE



Human Resources
2111 Emmons Road
Jackson, MI 49201-8399

517-796-8460
Fax 517-796-8459
www.jccmi.edu

Instructions to Applicant:

1. The information you provide will be used to determine if you meet the qualifications for employment at Jackson Community College. Please be sure that your responses are complete and legible. Please print all information on the application and be sure to sign the application form.
2. Submitting a resume is recommended (**required for teaching positions**). The information on the application must be completed even if you submit a resume.
3. Completing an application ensures that you will be considered for the vacancy you are applying for, but it does not imply that you will be interviewed or hired.
4. Jackson Community College, Human Resources only accepts unsolicited applications for adjunct faculty and student employment positions. For all other positions applications are only accepted for specific job postings.
5. Your application will be on file for one year. However, if you wish to be considered for a future posting you must request that your application be included in that search.
6. If you are applying for a teaching position, an application, resume, copies of transcripts (official transcripts required at time of hire) and copies of certificates and/or licenses are required.
7. Please be prepared to provide 3–5 employment references if you are interviewed.
8. Applicants please contact the Human Resources department if you need accommodations in the hiring process.

For consideration, please submit all required documents listed in the position posting.

Print Name

Last

First

Middle Initial

Date

WORK EXPERIENCE

List below all present and past employment, beginning with your most recent

| | Name and Address of Company and Type of Business | From | | To | | Position Held | Weekly Starting Salary | Weekly Last Salary | Reason for Leaving | Name of Supervisor |
|---|---|------|-----|-----|-----|---------------|------------------------------|--------------------------|-----------------------|-----------------------|
| | | Mo. | Yr. | Mo. | Yr. | | | | | |
| 1 | | | | | | | | | | |
| 2 | | | | | | | | | | |
| 3 | | | | | | | | | | |
| 4 | | | | | | | | | | |
| 5 | | | | | | | | | | |
| 6 | | | | | | | | | | |

May we contact the employers listed above? Yes No

If not, indicate by the number which one(s) you do not wish us to contact. _____

Please explain any significant gaps in employment.

Do you have any relatives employed at Jackson Community College? If so, whom:

EDUCATION

Please check your HIGHEST LEVEL of completed education. (Partial years should not be claimed.) CHECK ONLY ONE.

- High School (or GED)
 High School + 1 yr.
 High School + 2-3 yrs.
 Associate
 Bachelor's
 Bachelor's + 1-2 yrs.
 Master's
 Master's + 2-3 yrs.
 Doctorate

If you attended a technical, vocational, trade, business school, college or university, complete the section(s) below.

(1)
 Institution Name

Type of degree granted Graduation Year If you did not graduate, indicate class standing:
 Freshman Sophomore Junior Senior

Major Dates Attended From To
 Minor Month Year Month Year

(2)
 Institution Name

Type of degree granted Graduation Year If you did not graduate, indicate class standing:
 Freshman Sophomore Junior Senior

Major Dates Attended From To
 Minor Month Year Month Year

(3)
 Institution Name

Type of degree granted Graduation Year If you did not graduate, indicate class standing:
 Freshman Sophomore Junior Senior

Major Dates Attended From To
 Minor Month Year Month Year

SKILLS List any special skills (typing speed, types of computer software/hardware, office equipment, or other information relevant to the position you are applying for.)

Have you ever been convicted of a crime? Yes No

If yes, date _____ Describe _____

Do you have any felony charges pending? Yes No

Complete this section if you are applying for a teaching position:

Which courses are you qualified to teach?

| Course | Qualification |
|--------|---------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Days of the week, times of day/evening available for assignment: _____

Note: Each instructor in an approved occupational education course is required to have a minimum of two years of related work experience in the specific occupational area or in a directly related career field.

EMERGENCY CONTACT INFORMATION

Person(s) to be contacted in case of emergency or accident

(1) _____
Name Home Phone Work Phone

_____ Address City State Zip

(2) _____
Name Home Phone Work Phone

_____ Address City State Zip

PLEASE READ THE FOLLOWING CAREFULLY!

TRUTH OF APPLICATION

I authorize Jackson Community College to investigate all statements and answers in this application and any papers I have submitted to support my application. Any false or incomplete information, misrepresentation or unsatisfactory references may be grounds for discontinuing consideration of my application, or if employed termination.

CRIMINAL BACKGROUND CHECK

I understand that if I am hired, any offer of employment may be contingent upon the completion of a criminal background check.

VERIFICATION OF INFORMATION

My signature below authorizes all past employers, companies, schools, universities, and persons to provide Jackson Community College with any information regarding my employment, academic records, or criminal convictions including but limited to, my performance, attendance, attitude, ability and conduct. Further, I hereby release those providing such information and the College from any liability arising out of such responses and disclosures.

TERMS OF EMPLOYMENT

I understand that any employment that I may obtain with Jackson Community College does not entail the College's promise for continuous employment except as may be specifically set forth in collective bargaining agreements or documents set forth below. I understand that no one is authorized by the College to make oral promises to me regarding wages, length of employment or other terms or conditions of employment at the College. Any employment that I may obtain with the College may be terminated at any time, except as may be provided in writing and authorized by the College Board of Trustees or their authorized agent(s). All offers and conditions of employment are made or expressly authorized by the Director of Human Resources.

I understand that the terms and conditions of employment are contained in the following documents:

| | |
|-------------------------------------|--|
| Faculty (including adjunct faculty) | Agreement between JCC Board of Trustees and the Jackson Community College Faculty Association (JCCFA) |
| Classified/Technical | Agreement between JCC Board of Trustees and the Jackson Community College Educational Support Personnel Association (JCC-ESPA) |
| Student Employees | Handbook for Student Employees |
| Administrators | Administrative Practices Manual |

If I am hired I agree to the terms and conditions of employment as contained in the appropriate document listed above. If I am hired for a position covered by the Board of Trustee's agreement with JCC-ESPA I will serve a ninety (90) day probationary period during which I may be terminated at any time and for any reason, with or without cause, with or without notice.

I further understand that any employment granted is conditioned upon my providing documentation of United States citizenship or permission to work in the United States as required by the Immigration Reform and Control Act of 1986.

Applicant's Signature

Date