

# APPLICATION FOR EMPLOYMENT

## McDowell Technical Community College

54 College Drive  
Marion, North Carolina 28752  
Telephone: (828) 652-6021

Office Use Only:  
Employee #: \_\_\_\_\_  
Date employed: \_\_\_\_\_  
Dept.: \_\_\_\_\_  
Branch No.: \_\_\_\_\_  
Status change: \_\_\_\_\_

Date Applied: \_\_\_\_\_

Position Desired: Federal College Work-Study \_\_\_ Full-time  Part-time  Temporary

### PERSONAL DATA

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Home Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Work Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ NC Retirement No. (If Active) \_\_\_\_\_

Membership in Social, Civic, and Professional Organizations: \_\_\_\_\_

Are you a citizen of the US? Yes  No  If you are not a US citizen do you have the legal right to work in the US? Yes  No  Explain \_\_\_\_\_

Have you ever been convicted of a misdemeanor or felony? Yes  No  If yes, complete the following (Minor traffic violations, not included) Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Offense \_\_\_\_\_  
Result \_\_\_\_\_

\*Note an Answer of "yes" does not necessarily make you ineligible for employment.

### Completion of this section is optional and used for statistical purposes.

Marital Status: Sex: Race:  
M  S  M  F  White  African/American  Indian/Alaskan   
Birthdate: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Hispanic/Spanish  Asian/Pacific Island

### EDUCATION

School	Name	Major	Degree & Date
High School			
College/ University			
Provide additional educational on resume.			

Upon employment official transcript of highest degree earned required.

**SPECIAL CERTIFICATION, LICENSE, EXPERTISE, ETC.** Copies required.

**EMPLOYMENT HISTORY**

Name and Address	Dates Employed	Position and description of duties
1.		
Reason for leaving		
2.		
Reason for leaving		
3.		
Reason for leaving		
4.		
Reason for leaving		

Attach resume for further employment history – affects salary scale.

**REFERENCES**

Name & Occupation	Phone	
	Home	Business

List three people who know of your training, experience, or other qualifications but who are not related to you.

**Certificate of Applicant**

I certify that all information on this application is accurate, and recognize it is subject to verification and that my employment and / or continuance may be contingent upon its accuracy.

MTCC is hereby authorized to obtain information from my employer(s) and/or references. I hereby release MTCC from any liability in gathering such information and all other person for furnishing such information. If employed, I authorize MTCC to furnish whatever detail is available concerning my qualifications toward the accreditation status of the college and acknowledge that I will implement all policies and procedures set forth in the MTCC Employees Procedures Manual.

I hereby acknowledge that I have read and understand the above and seek employment under these conditions.

\_\_\_\_\_  
Signature