



TEXAS COLLEGE

APPLICATION FOR EMPLOYMENT

PLEASE READ CAREFULLY:

1. A separate application must be completed and submitted for each position for which you seek consideration. Resumes will not be accepted in lieu of completed applications.
2. Individuals hired are required to present proof of identity and legal eligibility to work in the United States prior to beginning work.
2. Texas College does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religion, national origin, sex, age, disability, or veteran status. The Vice President of Academic Affairs has been designated to handle student inquiries regarding non-discrimination policies and the Director of Human Resources has the responsibility for faculty-staff concerns in this regard. Contact information is: Texas College, Attn: Vice President of Academic Affairs/Compliance Officer, Office of Academic Affairs/Martin Hall 1st floor, 2404 N. Grand Avenue, Tyler, TX 75702, (903)593-8311, ext. 2243 office, (903)526-4426 fax; or, Texas College, Attn: Director of Human Resources, Martin Hall, 1st floor, 2404 N. Grand Avenue, Tyler, TX 75702, (903) 593-8311, ext. 2201 office, (903) 363-1828 fax.

Please type or print clearly.

Name: _____ SS#: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Business Telephone: _____

Position Applied For: _____

Emergency Contact Name & Telephone Number: _____

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No

Proof of citizenship or immigration status will be required upon employment.

Have you ever been employed with Texas College before? Yes No
If yes, give date. _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

On what date would you be available for work? _____

Can you travel if a job requires it? Yes No

RECORD OF EDUCATION

	SCHOOL	LOCATION City/State	DIPLOMA, DEGREE OR CERTIFICATION	MAJOR/ MINOR
HIGH SCHOOL				
COLLEGE/UNIVERSITY				
GRADUATE SCHOOL				
GED/OTHER				
PROFESSIONAL CERTIFICATION OR LICENSES				

TEXAS COLLEGE

SKILLS INVENTORY

Please complete by listing the total number of years of experience you have in the following categories:

Post-secondary ____ yrs. Supervisory ____ yrs. Personal computer/word processing ____ yrs.
Clerical ____ yrs. Typing Speed ____ wpm Software: _____

Please list any other appropriate skills: _____

EMPLOYMENT HISTORY

Using a separate section for each position, describe in detail all work experience beginning with your present or most recent job. Include periods of unemployment, military service, internships, volunteer and summer work. Be sure to indicate whether employment was full-time or part-time, and if part-time, state the number of hours worked per week. **Incomplete information may result in the disqualification of your application.** Use additional sheets if necessary.

EMPLOYER _____ Phone No. () _____

Address _____
Number Street City State Zip Code

Position(s): _____

Supervisor (Name, Title): _____

Dates employed: From: _____ To: _____ F/t____ P/t____ Salary \$ _____ Annual)

Description of primary responsibilities: _____

Reason for leaving: _____

EMPLOYER _____ Phone No. () _____

Address _____
Number Street City State Zip Code

Position(s): _____

Supervisor (Name, Title): _____

Dates employed: From: _____ To: _____ F/t____ P/t____ Salary \$ _____ Annual)

Description of primary responsibilities: _____

Reason for leaving: _____

EMPLOYER _____ Phone No. () _____

Address _____
Number Street City State Zip Code

Position(s): _____

Supervisor (Name, Title): _____

Dates employed: From: _____ To: _____ F/t____ P/t____ Salary \$ _____ Annual)

Description of primary responsibilities: _____

Reason for leaving: _____

We may **contact the employers listed above.** Yes _____ No _____ Initial _____

TEXAS COLLEGE

REFERENCES

List at least three professional references who have knowledge of your experience or education. The listing thereof indicates your permission for these individuals to respond to the College's reference check or provide information about your experience or education.

Name:	Position	
Address	Business Phone	Home Phone
Name	Position	
Address	Business Phone	Home Phone
Name	Position	
Address	Business Phone	Home Phone

PLEASE READ CAREFULLY

1. I certify that statements made by me in this application are true, complete, and correct to the best of my knowledge and belief. I understand that any false statements or omissions may be grounds for rejection of my application or dismissal after employment.
2. I understand that Texas College (TC) is an "At Will" employer and *any verbal offer of employment does not constitute an employment contract* unless a written document to that effect is executed by the employer and employee.
3. I hereby authorize TC to investigate any information included in this application and to use any information obtained from its investigations to determine my suitability for employment.
4. If employed, I agree to abide by the policies, procedures, rules, and regulations of TC. I also acknowledge TC's right to revise its policies, procedures, rules, and regulations at any time for any reason and I agree to abide and be governed by such revisions.
5. I understand that there is a probationary period of ninety (90) days and that TC has the right to dismiss for any reason, and without notice, during the probationary period.
6. I further agree that any debts to TC which I may incur during my employment may be withheld from my earnings.

Note: This application will be considered only if it is completed entirely, signed, and dated below. In addition, official college transcripts will be required upon employment.

Signature of Applicant

Date

APPLICATION DISCLOSURE

I hereby affirm that all information in this application is true and accurate to the best of my knowledge. I understand that the college can obtain criminal history record information on applicants for employment. Pursuant to the requirements of the Fair Credit Reporting Act, notice is given that a *consumer report*⁺ may be made in connection with your application for employment. I understand that any misrepresentation or falsification of this record or failure to disclose conviction for a felony or for any offense involving moral turpitude will be considered cause for dismissal.

If you are denied employment, either wholly or partly, because of information contained in a consumer report, a disclosure will be made to you of the name and address of the consumer-reporting agency making such report.

Signature above verifies you have read the above notice and understand what it means.

⁺a *consumer report* may consist of employment records, educational verification, licensure verification, driving record, previous addresses and public records relative to criminal charges. A credit report *will not* be requested unless it is deemed pertinent to the functions of the position for which you are applying. An additional release (specifically for credit) will be obtained from the applicant prior to request.

TEXAS COLLEGE

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY DATA SHEET

In compliance with Federal and State Equal Employment Opportunity Laws, Texas College collects and reports data on all applicants. You are not required to complete this form; however, we would appreciate your answers to the following. This data sheet will be maintained in the Human Resources Office and will NOT be shared or considered in employment decisions.

Name _____ SS# _____

Address _____
City State Zip Code

Gender: Male _____ Female _____ U.S. Citizen: Yes _____ No _____

Date of Birth _____

ETHNIC CATEGORY (check one)

___ **American Indian or Alaskan Native.** All persons having origins in any of the original peoples of North America.

___ **Asian or Pacific Islander.** All persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Pacific Islands.

___ **African American (not of Hispanic origin).** All persons having origins in any of the Black racial groups.

___ **Hispanic** All persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture.

___ **White** (not of Hispanic origin). All persons having origins in any of the peoples of Europe, North Africa, or the Middle East.

___ **Other** (Specify) _____

If you wish to identify yourself as a person with disabilities, veteran with disabilities, or a Vietnam era veteran, please check the appropriate spaces below.

___ **A Qualified Disabled Individual**

___ **A Qualified Disabled Veteran**

___ **A Vietnam Era Veteran**

How did you learn of the position(s) applied for?

___ Local Newspaper ___ Friend/Relative

___ Employment Agency ___ National Publication

___ Walk-in ___ Other (Specify) _____

Thank you for your interest in Texas College.