



Changing lives through learning

Employment Application

109 Community College Road * Ahoskie, NC 27910-9522
(252) 862-1200 Fax - (252) 862-1329
Attn: Human Resources Office

Instructions

Please print in ink or type. Answer all questions specifically, as failure to give precise information may result in application rejection. Make sure to sign the application before returning it to the address at top.

Date _____

Please specify the position for which you are applying (do not put "any") _____

If teaching, list specific area(s) _____

Days and times available for work _____

Social Security Number _____

Name _____
last Jr., III, etc. first middle former

Permanent Address _____
street, box, etc. city state zip

Telephone (_____) _____ Home (_____) _____ Work

Present Address & Telephone (if different from above)

_____ *street, box, etc. city state zip telephone*

If you are required to register for military service, have you done so? yes no

Excluding minor traffic violations, have you ever been convicted of any law violation? yes no
(A conviction does not constitute automatic bar to employment.)

If yes, please explain _____

Are you related by blood or marriage to any person currently employed at RCCC? yes no

If yes, give the name, job title, and relationship to you. _____

Education

Name & Address of High School Last Attended _____

Date Attended: From _____ to _____

Circle Highest Grade Completed: 1 2 3 4 5 6 7 8 9 10 11 12

Did you receive: high school diploma GED Other _____

Post-secondary:

College

Name & Location	Dates Attended		Circle Years Completed	Sem./Qtr. Hours	Did You Graduate?	Degree Earned & Year Received	Major Subject
	From	To					
			1 2 3 4				

Graduate

Name & Location	Dates Attended		Circle Years Completed	Sem./Qtr. Hours	Did You Graduate?	Degree Earned & Year Received	Major Subject
	From	To					
			1 2 3 4				

Other

Name & Location	Dates Attended		Circle Years Completed	Sem./Qtr. Hours	Did You Graduate?	Degree Earned & Year Received	Major Subject
	From	To					
			1 2 3 4				

A transcript of college credit is required before the employment application can be processed. The transcript, which will not be returned, may be a thermofax or photostatic copy. An official transcript must be submitted upon employment.

List fields of work for which you are licensed, registered, or certified; give dates and sources of issuance.

List typing or other skills in which you are proficient, knowledge of software applications you have, and machines and equipment that you can operate.

Use the space below to describe any additional qualifications you have for the position for which you are applying.

Employment

This application must be completed in full; a résumé may be attached, but it cannot substitute for a completed application. Answer questions for each period of employment, beginning with your present or last position held. Include military service and previous employment with the State of North Carolina. **If more space is needed, use a continuation sheet.**

Title of present or last position _____
Employer _____
Address _____
Telephone (_____) _____
Supervisor's name & title _____
Duties _____

Number of employees supervised by you _____
Reason for leaving _____

Date Employed	_____	
Date Separated	_____	
	<i>Years</i>	<i>Months</i>
Full time	_____	_____
Part time	_____	_____
If part time, number of hours worked per week	_____	
	<i>Starting</i>	<i>Ending</i>
Salary	_____	_____
May we contact this employer about your character and qualifications?		
	<input type="checkbox"/> yes	<input type="checkbox"/> no

Title of next position _____
Employer _____
Address _____
Telephone (_____) _____
Supervisor's name & title _____
Duties _____

Number of employees supervised by you _____
Reason for leaving _____

Date Employed	_____	
Date Separated	_____	
	<i>Years</i>	<i>Months</i>
Full time	_____	_____
Part time	_____	_____
If part time, number of hours worked per week	_____	
	<i>Starting</i>	<i>Ending</i>
Salary	_____	_____
May we contact this employer about your character and qualifications?		
	<input type="checkbox"/> yes	<input type="checkbox"/> no

Title of next position _____
Employer _____
Address _____
Telephone (_____) _____
Supervisor's name & title _____
Duties _____

Number of employees supervised by you _____
Reason for leaving _____

Date Employed	_____	
Date Separated	_____	
	<i>Years</i>	<i>Months</i>
Full time	_____	_____
Part time	_____	_____
If part time, number of hours worked per week	_____	
	<i>Starting</i>	<i>Ending</i>
Salary	_____	_____
May we contact this employer about your character and qualifications?		
	<input type="checkbox"/> yes	<input type="checkbox"/> no

Title of next position _____
 Employer _____
 Address _____
 Telephone (_____) _____
 Supervisor's name & title _____
 Duties _____

 Number of employees supervised by you _____
 Reason for leaving _____

Date Employed	_____	
Date Separated	_____	
	<i>Years</i>	<i>Months</i>
Full time	_____	_____
Part time	_____	_____
If part time, number of hours worked per week _____		
	<i>Starting</i>	<i>Ending</i>
Salary	_____	_____
May we contact this employer about your character and qualifications?		
	<input type="checkbox"/> yes	<input type="checkbox"/> no

References

Other than relatives, identify persons who are in a position and willing to certify to your character, ability, experience, and qualifications for the position. If you have a placement file containing references, please give the name and address of the placement office. A minimum of three references is required.

Name _____
 Address _____

 Telephone (_____) _____

Name _____
 Address _____

 Telephone (_____) _____

Name _____
 Address _____

 Telephone (_____) _____

Name _____
 Address _____

 Telephone (_____) _____

Applicant Certification

I hereby certify that all answers in this application are true. I am aware that failure to provide complete and specific information may result in rejection of application. I also understand that should investigation disclose misrepresentation or falsification I may be dismissed and disqualified from further state employment.

Applicant's Signature

Date

The Board of Trustees, administrators, faculty, and staff of Roanoke-Chowan Community College recognize their responsibilities for the development of equal employment opportunities that do not discriminate against any employee or applicant for employment because of race, color, religion, gender, creed, national or ethnic origin, age, disability, marital status, sexual orientation, veteran status, or political affiliation. Also, the College will take affirmative action to ensure that applicants are employed and that personnel action as will be taken during employment without regard to these factors. Further, the College has established the goal that the proportion of minority and female employees shall be equal to the relevant labor markets for instructional, administrative, professional, and non-academic positions.