

# APPLICATION FOR EMPLOYMENT

## McDowell Technical Community College

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

Office Use Only:  
Status change: \_\_\_\_\_  
Keyed: \_\_\_\_\_

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

Date Hired: \_\_\_\_\_

Position: \_\_\_\_\_ Full-time    Part-time    Temporary

### PERSONAL DATA

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

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

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

Email: \_\_\_\_\_

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

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

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
College/University			
College/University			
College/University			

Upon employment official transcript of highest degree earned required. Provide additional education on resume.

**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