



APPLICATION FOR EMPLOYMENT

Wilson Community College is an equal opportunity employer.

INSTRUCTIONS
In order to be processed, the application must be completed in ink (or typed) and signed. Please answer all questions and complete all sections of this form, "see resume" is not acceptable. Resumes will not be accepted in lieu of completing an application form.

CURRENT INFORMATION			
Position Sought <i>(You must complete a separate application for each position)</i>			
Name			Date
Mailing Address <i>Street & Number, RFD, or P.O. Box</i>		City	State Zip
Home Phone	Business Phone		Cell Phone
Email		When would you be available for employment?	

GENERAL INFORMATION	
A. Have you previously been employed with Wilson Community College?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what department and when?:	
B. Are you a retiree of the State of North Carolina?	<input type="checkbox"/> Yes <input type="checkbox"/> No
C. Will you accept employment requiring regular night or weekend work?	<input type="checkbox"/> Yes <input type="checkbox"/> No
D. Will you accept employment requiring occasional night or weekend work?	<input type="checkbox"/> Yes <input type="checkbox"/> No
E. Are you related by blood or marriage to any employee of the College?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, give name and relationship:	
F. Are you legally eligible for employment in the United States? <i>(Proof of citizenship or immigration status REQUIRED upon employment.)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
G. Can you perform the essential functions of the position as described on the position announcement for which you have applied?	<input type="checkbox"/> Yes <input type="checkbox"/> No

EMPLOYMENT HISTORY *(Provide your complete employment history)***A. CURRENT OR MOST RECENT EMPLOYMENT**

Employer		Address	
Job Title		Supervisor's Name & Title	
Phone		Date Employed	Date Separated
Full Time: Years Months	Part Time: Years Months	If part-time, number of hours worked per week:	
Starting Salary	Ending Salary	Number Taught	Number Supervised
Duties			
Reason for leaving			
May we inquire of this employer about your qualifications and character? <input type="checkbox"/> Yes <input type="checkbox"/> No			

B. NEXT EMPLOYMENT

Employer		Address	
Job Title		Supervisor's Name & Title	
Phone		Date Employed	Date Separated
Full Time: Years Months	Part Time: Years Months	If part-time, number of hours worked per week:	
Starting Salary	Ending Salary	Number Taught	Number Supervised
Duties			
Reason for leaving			
May we inquire of this employer about your qualifications and character? <input type="checkbox"/> Yes <input type="checkbox"/> No			

C. NEXT EMPLOYMENT

Employer		Address	
Job Title		Supervisor's Name & Title	
Phone		Date Employed	Date Separated
Full Time: Years Months	Part Time: Years Months	If part-time, number of hours worked per week:	
Starting Salary	Ending Salary	Number Taught	Number Supervised
Duties			
Reason for leaving			
May we inquire of this employer about your qualifications and character? <input type="checkbox"/> Yes <input type="checkbox"/> No			

EMPLOYMENT HISTORY *(Continued)***D. NEXT EMPLOYMENT**

Employer		Address			
Job Title		Supervisor's Name & Title			
Phone		Date Employed		Date Separated	
Full Time: Years	Months	Part Time: Years	Months	If part-time, number of hours worked per week:	
Starting Salary		Ending Salary		Number Supervised	
Duties					
Reason for leaving					
May we inquire of this employer about your qualifications and character? <input type="checkbox"/> Yes <input type="checkbox"/> No					

E. NEXT EMPLOYMENT

Employer		Address			
Job Title		Supervisor's Name & Title			
Phone		Date Employed		Date Separated	
Full Time: Years	Months	Part Time: Years	Months	If part-time, number of hours worked per week:	
Starting Salary		Ending Salary		Number Supervised	
Duties					
Reason for leaving					
May we inquire of this employer about your qualifications and character? <input type="checkbox"/> Yes <input type="checkbox"/> No					

(Attach additional pages if this does not include your complete employment history)**EDUCATION AND TRAINING**

Education	Name and Location	Date Attended <i>(Month/ Year)</i>	Degree/ Diploma	Year Received	Major
High School Diploma/GED					
Associate Degree					
Bachelor's Degree					
Master's Degree					
Doctoral Degree					

OTHER QUALIFICATIONS

List subjects you feel qualified to teach; related volunteer experience; any skills, abilities, special certifications, licenses, or special training you have had and feel are applicable to the position for which you have applied. Include skills with equipment or machines you can operate. If you are applying for a CLERICAL position, please indicate speeds for typing.

PLEASE INCLUDE

- **PROFESSIONAL STATEMENT:** If you are applying for a teaching position, on a separate page(s) indicate why you chose teaching as a profession, your philosophy of education, and your views on academic standards.
- **TRANSCRIPT:** A non-returnable copy of college credits IS REQUIRED to process your application, otherwise your application will be deemed incomplete and will not be considered. Official transcripts WILL BE REQUIRED if you are hired for a position and must be received in the Human Resources Office within thirty (30) days of offer of employment.

REFERENCES

List two references who have knowledge of your qualifications for the position for which you are applying. Do not repeat the names of supervisors listed with your employment record unless they can no longer be contacted at those addresses. Please list the appropriate day-time number. DO NOT LIST RELATIVES.

A. Name

Daytime Phone

B. Name

Daytime Phone

CERTIFICATIONS - *Read carefully before signing and dating.*

I certify that all information on this application is correct. I authorize any agent or employee of the College to verify this information. Such reference calls may include persons other than those I have listed as references in my application materials. I will hold neither the inquiring party/organization nor the responding party/organization liable for information exchanged regarding the execution of my former employment. I understand that any information released by my prior employers will be held in strictest confidence, that it will be viewed only by those involved in the hiring decision, and that I waive any rights to see this information.

I certify that, to the best of my knowledge, the information given truly represents my background and experiences. I understand that if I have knowingly misrepresented or falsified any of this application information I may be disqualified from employment consideration or dismissed from employment with Wilson Community College.

I understand that employment may be contingent upon a satisfactory background investigation of any or all of the following records: criminal, motor vehicle, credit, reference checks, and/or drug test.

Signature

Date

NOTE: Wilson Community College is committed to providing a reasonably safe environment for students, employees and visitors and to complying with the Clery Act. Therefore, interested prospective employees may view the annual campus security report at: www.wilsoncc.edu/security/campus-crime-report or may request a paper copy from the Human Resources Office.

Wilson Community College is an equal opportunity employer and, as such, we provide employment opportunities without regard to race, color, religion, national origin, sex (including pregnancy), age, disability, veteran or military status, genetic information or other legally protected characteristics.

PERSONAL INFORMATION FORM

The sole purpose of the Personal Information Form is to comply with record-keeping, reporting, and other legal requirements. Periodic reports to governmental agencies may be made on the following information. The completion of the Personal Information Form is optional. If you choose to volunteer the requested information, please note that all Personal Information Forms are kept in a confidential file and are not a part of your application for employment. Please note: INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.

Position Sought

Name

Gender: Male Female

Citizenship: Lawful permanent resident Non-resident alien U.S. Citizen

Ethnicity: Hispanic/Latino Not Hispanic/Latino

Race: *(check one or more)* American Indian or Alaska Native Asian Black or African American
 Native Hawaiian or other Pacific Islander White Other:

VETERAN STATUS

US Armed Forces Veteran: Yes No

Spouse or Dependent of Veteran: Yes No

Branch of Service

Dates of Service

If served during war or conflict, please specify:
(Example: Vietnam, etc.)

NOTE: Copy of DD Form 214 must be attached as proof to right of veterans preference.

If required, have you registered with the Selective Service (Military Draft Board)?

Yes No

How did you find out about this position? (If newspaper, which one?)

To help us learn about your experiences, abilities, interests, and education please prepare this application thoroughly and accurately. Your "Application for Employment" is used as a part of the selection process and should represent your best effort. It can only be officially considered after you have completed, signed, and submitted the application to Wilson Community College's Human Resources Department.



PO Box 4305 - 902 Herring Avenue
Wilson, NC 27893

(252) 291-1195 - wilsoncc.edu

Equal Opportunity Employer

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