



FACULTY & ADMINISTRATION EMPLOYMENT APPLICATION

- The filing of an application and acceptance thereof by the institution do not indicate that there are positions open and in no way obligates Northeast Mississippi Community College.
- Employment applications will remain on file for one year from the application date. You will not be notified of the expiration of your application from active status. You must notify the Human Resources Office of your desire for your application to remain on active status.
- Open positions are listed on the Northeast web site (www.nemcc.edu) under "Human Resources." You should notify the Human Resources Office of your desire for your application to be specifically considered for any open position.

Applications for advertised positions must be received by the closing date stated on the Job Announcement. Applications may be hand delivered, mailed, or faxed to (662) 720-7321. All material should be directed to Human Resources Officer, Northeast Mississippi Community College, 101 Cunningham Boulevard, Booneville, MS 38829.

A completed application packet must include transcripts with degrees conferred and legends for all college/university academic preparation. Copies of transcripts will be accepted initially but official transcripts must be submitted prior to interviews.

Position for which you are applying:		Part-time	Full-time
		<input type="checkbox"/>	<input type="checkbox"/>
Last Name:	First Name:	MI:	
Street Address:			
City:	State:	Zip Code:	
Home Phone:	Work Phone:	Other Phone:	
Valid Driver's License Number:		State:	
Social Security Number:	Email address (Optional):		

APPLICATION ACKNOWLEDGEMENT

I hereby authorize Northeast Mississippi Community College to investigate my background, references, employment record and other matters related to my suitability for employment. This may include a criminal background check, credit check and a check on my driving record. I also authorize my former employers or any third party to disclose to Northeast Mississippi Community College all reports and other information related to my suitability for employment, personal or otherwise, without giving me prior notice of such disclosure. I hereby release Northeast Mississippi Community College, former employers, and all references listed from any and all claims, demands or liability arising out of or related to such investigation or disclosure.

- I understand that employment into a driving position is dependent upon a safe driving record.
- I understand that falsification or omission of facts is sufficient cause of dismissal if an applicant is hired, regardless of the date of discovery.
- My signature below asserts that all information given in this application is true, and acknowledges understanding and agreement with all material and conditions as stated.

Applicant Signature

Date

EDUCATION: CHECK HIGHEST GRADE COMPLETED

High School: 9 10 11 12 H.S. Graduate? Yes No GED? Yes No

College or University Name and Location	Credit Hours		Major	Degree, if completed
	Sem	Qtr		

Summary of Courses Taught: Please list all of the courses you have taught in the discipline for which you are applying.

Dates Taught: From/To	Course Title

List Current Licenses/Professional Registrations/Certifications	State	Expiration Date

Professional Memberships (Do not include those that indicate race, color, origin, sex, age or religious beliefs.)

COMPUTER SKILLS: List the computer software programs and hardware with which you are proficient.

SOFTWARE	HARDWARE

Other Training: Name and address of school(s)	Course of Study	Diploma/Certificate

EMPLOYMENT HISTORY: List your employment history (including military experience) beginning with your current or last position within the last ten years. A resume and cover letter are highly recommended but will not be accepted in lieu of a completed application form. If you had more than one position with the same employer, list each separately. Attach additional sheets for continuation if necessary, following the same format. Failure to provide this information may result in your application not receiving proper consideration.

Employer:		Employment Dates	From:
			To:
Your Job Title:			Part time <input type="checkbox"/>
			Full time <input type="checkbox"/>
Address:			
Supervisor:		Title:	Phone:
Description of Work:			
Reason for Leaving		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Employer:		Employment Dates	From:
			To:
Your Job Title:			Part time <input type="checkbox"/>
			Full time <input type="checkbox"/>
Address:			
Supervisor:		Title:	Phone:
Description of Work:			
Reason for Leaving		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Employer:		Employment Dates	From:
			To:
Your Job Title:			Part time <input type="checkbox"/>
			Full time <input type="checkbox"/>
Address:			
Supervisor:		Title:	Phone:
Description of Work:			
Reason for Leaving		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Employer:		Employment Dates	From:
			To:
Your Job Title:			Part time <input type="checkbox"/>
			Full time <input type="checkbox"/>
Address:			
Supervisor:		Title:	Phone:
Description of Work:			
Reason for Leaving		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Employer:		Employment Dates	From:
			To:
Your Job Title:			Part time <input type="checkbox"/>
			Full time <input type="checkbox"/>
Address:			
Supervisor:		Title:	Phone:
Description of Work:			
Reason for Leaving		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Have you ever been employed by NEMCC? ____ Yes ____ No

If yes, from _____ to _____

Position(s) held:

Location:

Are you related to any NEMCC employee or board member? ____ Yes ____ No If yes, name:

REFERENCES: Please list the names and telephone numbers of three professional references (co-workers, customers, and/or supervisors other than those listed previously). At least two references should be other than current or former employees of Northeast.

Name	Relationship	Phone Number

Provide a brief statement concerning your education philosophy:

PLEASE READ CAREFULLY

Northeast Mississippi Community College, Booneville, Mississippi 38829, adheres to the principle of equal educational and employment opportunities without regard to age, race, sex, color, creed or national origin. This adopted policy includes the qualified handicapped and extends to all programs and activities supported by the college. For more information contact the Dean of Students, 101 Cunningham Blvd., Ramsey Hall, Booneville, Mississippi 38829; 662-720-7273.



NORTHEAST

MISSISSIPPI COMMUNITY COLLEGE

*101 Cunningham Boulevard
Booneville, MS 38829
Phone: (662)728-7751 FAX: (662)720-7321*

PRE-EMPLOYMENT INQUIRY RELEASE

In connection with, and for the duration of my employment (including contract for services) with you, I understand that investigative background inquiries are to be made on myself including consumer, criminal, driving and other reports. These reports will include information as to my character, work habits, performance and experience along with reason for termination of past employment from previous employers. Further, I understand that you will be requesting information from various federal, state and other agencies which maintain records concerning my past activities relating to my driving, credit, criminal, civil and other experiences as well as claims involving me in the files of insurance companies.

I understand that submission of this form does not indicate that Northeast Mississippi Community College will be conducting pre-employment inquiries on all applicants. Only finalists for open positions are submitted for inquiry.

I authorize without reservation, any party or agency contracted by this employer to furnish the above mentioned information:

Full Name: _____
 First Middle Last

Maiden Name: _____

Date of Birth: _____ Social Security Number: _____

Current Address: _____

City: _____ State: _____ Zip: _____

Driver's License Number: _____ State Issued: _____

*Date of Birth is being requested in order to obtain accurate retrieval of records.

I understand that, according to the Federal Fair Credit Reporting Act, I am entitled to know if employment is denied based on information obtained through background inquiries. I also understand that I am entitled to receive, upon written request, a copy of any investigative report.

I agree that any copy of this document is as valid as the original.

Applicant's Signature: _____ Date: _____