



# Randolph Community College

PO BOX 1009 • Asheboro, NC 27204-1009 • Phone (336) 633-0200

## APPLICATION FOR EMPLOYMENT

To be considered for employment, a completed application must be submitted. **Please print in ink or use a typewriter.** If additional space is needed to properly answer a question, attach a blank sheet of paper with the number of the question(s) you are answering. A résumé is required in addition to the application, but will not serve as a substitute. Failure to give complete information may result in rejection of your application. All items must be complete. Indicate NA if not applicable.

### 1. Please specify the position for which you are applying.

- A. Position Applied for: \_\_\_\_\_
- B. Teaching Position, list subject(s): \_\_\_\_\_
- C. Type of Employment Desired:       Full-Time Only       Part Time Only       Full or Part Time
- D. Hours Available:       Day Only       Evening Only       No Preference

### 2. Current Personal Information

Name: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: Home (    ) \_\_\_\_\_ Business: (    ) \_\_\_\_\_ E-mail: \_\_\_\_\_

List additional telephone numbers where you may be reached? \_\_\_\_\_

### 3. Personal Background Information

- A. Are you related by blood or marriage to any person currently employed by Randolph Community College? \_\_\_\_\_  
If yes, give their name, relationship to you and their title. \_\_\_\_\_
- B. Are you prevented from lawfully becoming employed in this country because of a Visa or Immigration Status? \_\_\_\_\_  
(Proof of citizenship or immigration status will be required prior to employment)
- C. Have you had any felony and/or misdemeanor convictions, excluding minor traffic violations? \_\_\_\_\_  
If yes, please list details of convictions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- D. List any hobbies, professional recognitions, current professional memberships, committee work, publications, civic activities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### 4. Military Information

- A. Are you a veteran? \_\_\_\_\_ Military Specialty: \_\_\_\_\_
- B. Specify Branch of Military:     Army     Navy     Airforce     Coast Guard     Marines
- C. Date of entry into Active Duty: \_\_\_\_\_ Date of separation from Active Duty: \_\_\_\_\_

#### 5. Educational History Information

- A. Did you graduate from high school or pass the high school equivalency test?    yes     no
- B. Complete educational history information below:

##### High School

Name: \_\_\_\_\_ Dates Attended: \_\_\_\_\_

Location: \_\_\_\_\_ Year Graduated: \_\_\_\_\_

##### Education beyond High School

College & Location	Ending Date Month/Year	Credit Hours Qtr/Sem	Graduated		Type of Diploma	Type of Degree	Major Subject
			Yes	No			
Undergraduate School							
Undergraduate School							
Graduate School							

Official transcripts must be received in the Personnel office within 60 days from date of hire.

- C. List typing (WPM), computer software packages and other skills in which you are proficient. \_\_\_\_\_
- \_\_\_\_\_
- D. List any additional educational experience relevant to desired position(s). \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- E. List field of work for which you are licensed, registered or certified (give dates and source of issuance). \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- F. List any special skills, training, equipment operated, knowledge of machinery and related information. \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- G. List any courses taken dealing with Community or Junior College. \_\_\_\_\_
- \_\_\_\_\_

### 5. Employment History Information

Answer questions for each period of employment, beginning with present or last position. If more space is needed, enclose another sheet of paper. A résumé will not serve as a substitute. Explain any gaps in your employment history.

A. Employer \_\_\_\_\_ Supervisor's name \_\_\_\_\_  
Address \_\_\_\_\_ Supervisor's title \_\_\_\_\_  
Phone \_\_\_\_\_ Your job title \_\_\_\_\_

Date Employed	<u>Full Time</u> Years _____ Months _____	<u>Part Time</u> Years _____ Months _____
Date Separated		
Final Salary	If part time, record number of hours worked per week.	

No. of employees supervised by you \_\_\_\_\_  
May we contact your employer? \_\_\_\_\_  
Duties: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

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B. Employer \_\_\_\_\_ Supervisor's name \_\_\_\_\_  
Address \_\_\_\_\_ Supervisor's title \_\_\_\_\_  
Phone \_\_\_\_\_ Your job title \_\_\_\_\_

Date Employed	<u>Full Time</u> Years _____ Months _____	<u>Part Time</u> Years _____ Months _____
Date Separated		
Final Salary	If part time, record number of hours worked per week.	

No. of employees supervised by you \_\_\_\_\_  
May we contact your employer? \_\_\_\_\_  
Duties: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

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C. Employer \_\_\_\_\_ Supervisor's name \_\_\_\_\_  
Address \_\_\_\_\_ Supervisor's title \_\_\_\_\_  
Phone \_\_\_\_\_ Your job title \_\_\_\_\_

Date Employed	<u>Full Time</u> Years _____ Months _____	<u>Part Time</u> Years _____ Months _____
Date Separated		
Final Salary	If part time, record number of hours worked per week.	

No. of employees supervised by you \_\_\_\_\_  
May we contact your employer? \_\_\_\_\_  
Duties: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

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D. Employer \_\_\_\_\_ Supervisor's name \_\_\_\_\_  
Address \_\_\_\_\_ Supervisor's title \_\_\_\_\_  
Phone \_\_\_\_\_ Your job title \_\_\_\_\_

Date Employed	<u>Full Time</u> Years _____ Months _____	<u>Part Time</u> Years _____ Months _____
Date Separated		
Final Salary	If part time, record number of hours worked per week.	

No. of employees supervised by you \_\_\_\_\_  
May we contact your employer? \_\_\_\_\_  
Duties: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

**6. References**

List FIVE references, other than relatives and former employers, who are in a position and are willing to certify your character, ability, experience, and qualifications.

A. Name: \_\_\_\_\_ Title : \_\_\_\_\_  
 Address; \_\_\_\_\_ Phone; \_\_\_\_\_

B. Name: \_\_\_\_\_ Title : \_\_\_\_\_  
 Address; \_\_\_\_\_ Phone; \_\_\_\_\_

C. Name: \_\_\_\_\_ Title : \_\_\_\_\_  
 Address; \_\_\_\_\_ Phone; \_\_\_\_\_

D. Name: \_\_\_\_\_ Title : \_\_\_\_\_  
 Address; \_\_\_\_\_ Phone; \_\_\_\_\_

E. Name: \_\_\_\_\_ Title : \_\_\_\_\_  
 Address; \_\_\_\_\_ Phone; \_\_\_\_\_

F. Name: \_\_\_\_\_ Title : \_\_\_\_\_  
 Address; \_\_\_\_\_ Phone; \_\_\_\_\_

**7. Additional Relevant Information**

A. Have you ever applied for a job opening here? \_\_\_\_\_

B. Where did you hear about the job opening you are applying for? \_\_\_\_\_

**8. Applicant Certification**

I certify that, to the best of my knowledge the statements I have made on this application truly represent my academic background and work experience. I also understand that misrepresentation or falsification of information may be grounds for rejection of my application and/or termination if I am employed.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

**(UNSIGNED APPLICATIONS WILL NOT BE PROCESSED)**  
**Faxed Applications will not be accepted.**

**In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, RCC distributes an annual report which sets forth our policies on crime prevention issues and provides statistics on specific crimes which have occurred on campus, as well as the number of arrests on campus for liquor law and drug use violations, and weapons possession. The report is available at [www.randolph.edu/campsafe.htm](http://www.randolph.edu/campsafe.htm). Printed copies are available from the RCC Administrative Services Office.**