

# 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

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

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

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

Completion of this section is optional and used for statistical purposes.

*Marital Status:*

M  S

*Sex:*

M  F

*Race:*

White  African/American   
Hispanic/Spanish  Asian/Pacific Island

*Birthdate:* \_\_\_\_/\_\_\_\_/\_\_\_\_

## PERSONAL DATA

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

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

Membership in Social, Civic, and Professional Organizations:

**EDUCATION**

School	Name	Major	Degree & Date
College <input type="checkbox"/> University <input type="checkbox"/>			
College <input type="checkbox"/> University <input type="checkbox"/>			
College <input type="checkbox"/> University <input type="checkbox"/>			

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

**SPECIAL CERTIFICATION, LICENSE, EXPERTISE, ETC. Copies required**

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**EMPLOYMENT HISTORY**

Name and Address	Dates Employed	Position and description of duties
Reason for leaving		
Reason for leaving		
Reason for leaving		
Reason for leaving		

<b>REFERENCES</b>		
<b>Name &amp; Occupation</b>	<b>Phone</b>	
	<b>Home</b>	<b>Business</b>

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 \_\_\_\_\_