

APPLICATION FOR EMPLOYMENT

Three Rivers College is committed to creating an atmosphere of harmony, success, and excellence by embracing its climate and traditions. The college values other cultures and is committed to increasing diversity. Therefore, we provide equal opportunity in all areas of education, recruiting, hiring, retention, promotion, and contracted service.

INSTRUCTIONS: You must respond to every question on this application. Please DO NOT use the phrase "refer to another document" such as a resume; however, you may attach any documentation you wish to support your candidacy. A separate application must be completed for each position for which you are applying.

PERSONAL INFORMATION

1. POSITION APPLIED FOR _____ 2. DATE _____

3. FULL LEGAL NAME _____
LAST FIRST MIDDLE

4. ADDRESS _____
STREET CITY STATE ZIP

5. HOME PHONE _____ 6. WORK PHONE _____ 7. CELL PHONE _____
ENTER ONLY IF WE MAY CONTACT YOU AT WORK

8. EMAIL _____

9. ARE YOU LEGALLY AUTHORIZED TO WORK FOR ANY EMPLOYER IN THE UNITED STATES? YES NO
If employed, you must provide document(s) that establish identity and employment eligibility as required by the Immigration Reform & Control Act of 1986. The college does not sponsor non-residents for purposes of employment.

10. HAVE YOU EVER BEEN DISMISSED, HAD AN EMPLOYMENT CONTRACT NOT RENEWED, OR FORCED TO RESIGN, OR HAVE YOU EVER RESIGNED IN ORDER TO AVOID BEING DISMISSED OR NOT RENEWED? YES NO
If yes, please explain (attach an additional sheet if necessary): _____

11. HAVE YOU EVER BEEN CONVICTED OF A LAW VIOLATION? EXCLUDE ANY MINOR TRAFFIC VIOLATIONS FOR WHICH YOU WERE NOT INCARCERATED OR FINED MORE THAN \$200. YES NO
If yes, please explain (attach an additional sheet if necessary): _____

12. ON WHAT DATE WILL YOU BE AVAILABLE TO START WORK? _____
If no date is given, we will assume that you are available now. It is understood that you must give adequate notice if you are presently employed.

13. LIST THE INFORMATION OF THREE PERSONS NOT RELATED TO YOU WHO KNOW YOUR QUALIFICATIONS AND/OR CHARACTER.

NAME	NAME	NAME
_____	_____	_____
TITLE	TITLE	TITLE
_____	_____	_____
ORGANIZATION	ORGANIZATION	ORGANIZATION
_____	_____	_____
ADDRESS	ADDRESS	ADDRESS
_____	_____	_____
PHONE	PHONE	PHONE
_____	_____	_____
EMAIL	EMAIL	EMAIL
_____	_____	_____

14. ARE YOU RELATED TO ANYONE EMPLOYED BY THREE RIVERS COLLEGE? YES NO

If so, please provide name(s)/relationship: _____

15. BRIEFLY DESCRIBE WHY YOU WOULD LIKE TO WORK FOR THREE RIVERS COLLEGE: _____

16. WHAT IS THE MINIMUM YEARLY SALARY THAT YOU WILL ACCEPT? _____

17. WHERE DID YOU LEARN ABOUT THIS POSITION? _____

EDUCATION INFORMATION

NOTE: Unofficial copies of transcripts must be attached to this application. Official transcripts are a requirement of employment for all positions.

18. DO YOU HAVE A HIGH SCHOOL DIPLOMA OR EQUIVALENT? YES NO

19. COLLEGE(S)/UNIVERSITY(S) ATTENDED:

Name/Location	Credits	Major/Specialty	Degree Earned
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

20. IF YOU EXPECT TO RECEIVE A COLLEGE DEGREE WITHIN THE NEXT 12 MONTHS, PLEASE COMPLETE THE FOLLOWING:

COLLEGE/UNIVERSITY: _____ TYPE OF DEGREE: _____ DATE YOU EXPECT TO RECEIVE IT: _____

EXPERIENCE/QUALIFICATIONS

21. LIST BELOW YOUR **TEACHING** EXPERIENCE, BEGINNING WITH YOUR PRESENT OR MOST RECENT POSITION:

Institution	Dates (From-To)	Rank/Position/Title	FT/PT	Subject Area	Supervisor
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_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

22. IF APPLYING FOR AN **ADJUNCT/CONTINUING EDUCATION INSTRUCTOR** POSITION, ARE YOU AVAILABLE TO TEACH:

DURING THE DAY? YES NO IN THE EVENING? YES NO ON SATURDAYS? YES NO

Copies of all post-secondary transcripts are required. Three Rivers College will retain application materials for adjunct faculty/continuing education instructor positions for one year.

23. IF YOU POSSESS ANY LICENSE (OTHER THAN A DRIVER'S LICENSE), CERTIFICATE, OR OTHER AUTHORIZATION TO PRACTICE A TRADE OR PROFESSION, COMPLETE THE FOLLOWING SECTION:

Type of License or Certificate	License Number	Expiration Date	Granted by (Licensing Board)
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_____	_____	_____	_____
_____	_____	_____	_____

EMPLOYMENT HISTORY

Please list below your work experience, beginning with your present or most recent position. Give a complete record of your employment history including part-time work, military service (substitute rank for salary), and volunteer experience. List all experience in order, starting with your present or most recent position and working back. Describe your duties and responsibilities in each position thoroughly so that your experience may be fairly evaluated. Account for all periods of unemployment. Attach an additional sheet if more space is needed.

DATES OF EMPLOYMENT: _____ to _____ EMPLOYMENT STATUS: FULL TIME PART TIME

NAME OF EMPLOYING FIRM: _____ LOCATION (CITY/STATE): _____

NAME/TITLE OF IMMEDIATE SUPERVISOR: _____ PHONE: _____

STARTING SALARY: _____ ENDING SALARY: _____ REASON FOR LEAVING: _____

NAME WHEN EMPLOYED (IF DIFFERENT): _____

POSITION(S) HELD: _____

DUTIES: _____

DATES OF EMPLOYMENT: _____ to _____ EMPLOYMENT STATUS: FULL TIME PART TIME

NAME OF EMPLOYING FIRM: _____ LOCATION (CITY/STATE): _____

NAME/TITLE OF IMMEDIATE SUPERVISOR: _____ PHONE: _____

STARTING SALARY: _____ ENDING SALARY: _____ REASON FOR LEAVING: _____

NAME WHEN EMPLOYED (IF DIFFERENT): _____

POSITION(S) HELD: _____

DUTIES: _____

DATES OF EMPLOYMENT: _____ to _____ EMPLOYMENT STATUS: FULL TIME PART TIME

NAME OF EMPLOYING FIRM: _____ LOCATION (CITY/STATE): _____

NAME/TITLE OF IMMEDIATE SUPERVISOR: _____ PHONE: _____

STARTING SALARY: _____ ENDING SALARY: _____ REASON FOR LEAVING: _____

NAME WHEN EMPLOYED (IF DIFFERENT): _____

POSITION(S) HELD: _____

DUTIES: _____

AUTHORIZATION/SIGNATURE

READ CAREFULLY BEFORE SIGNING

Incomplete and unsigned applications will not be considered for employment.

I acknowledge and agree to the following provisions as conditions to consideration of my application for employment:

I authorize Three Rivers College to verify all responses provided herein and/or resume and any other information I have provided and to obtain any and all information regarding my employment, credentials, qualifications, aptitude for the position, education, and criminal record it deems necessary in order to evaluate my application for employment.

I authorize Three Rivers College the right to communicate with all current and former employers and references provided and to secure additional job related information about me from these sources. I authorize my current and former employers and references to furnish any information about me and about my experience and qualifications. I release my current and former employers, and references from any and all liabilities or damages of any nature as a result of providing such information. My current and former employers and references may rely on a signed copy of this release.

I certify that the answers given in this application and attachment(s) are true and complete to the very best of my knowledge. In the event I am employed by the college and in the further event that I have provided false or misleading information in this application and attachment(s) or in subsequent employment interviews, I understand that my employment may be terminated at any time after discovery of the false or misleading information.

I understand this application or an invitation to interview does not constitute an offer of employment. I also agree to abide by all policies and regulations of Three Rivers College, including but not limited to substance abuse, discrimination, and harassment. Policies and regulations can be located on the college website at trcc.edu/about/boardpolicy.php

I understand that all information collected during the application process shall be the sole property of the college.

My signature below indicates my understanding of all the above statements.

By signing/typing my name in the following box I certify the information contained in this application to be true and correct, to the best of my knowledge, and that this information can be used for the purpose of processing my employment application and information.

APPLICANT'S SIGNATURE _____ DATE _____

The Campus Security Report, issued in compliance with Title II of Public Law 101-542: Crime Awareness and Campus Security Act of 1990, is available on the website at trcc.edu/employment.

Unlawful harassment is a form of discrimination and is prohibited whether on the basis of race, gender, color, national and ethnic origin, religion, age, disability, sexual orientation (actual or perceived), marital/intimate partner status, or sexual harassment. Three Rivers College prohibits discrimination in any phase of its admission to or employment in its education programs or activities. Inquiries regarding Title IX should contact Ann Matthews at amatthews@trcc.edu for student concerns and Kristina McDaniel at kristinamcdaniel@trcc.edu for employee concerns (2080 Three Rivers Blvd.; Poplar Bluff, MO 63901; 573-840-9600). Questions or concerns regarding Title VI, Section 504, and the Age Discrimination Act should be directed to Kristina McDaniel, Human Resources at 573-840-9695.

Three Rivers College

THE COMMUNITY COLLEGE OF SOUTHEAST MISSOURI

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