



Mid-South Community College

Employment Application

- Applications for employment are accepted without regard to sex, race or color, national origin, handicap/disability, age, religion, or political affiliation. Conviction of a crime does not automatically bar any applicant from employment or other opportunities with Mid-South Community College.
- Applications, once filed, may be subject to disclosure as a public record under the Arkansas Freedom of Information Act.
- Applications filed do not create a contract of employment with Mid-South Community College. If any individual is hired, employment is not for any definite period of time. Individuals hired will also be required to provide proof of eligibility to work in the United States pursuant to the Immigration Reform and Control Act of 1986.
- Qualified applicants with disabilities, as defined in the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, may request any needed accommodations to participate in the application process. If you require any type of special accommodations to assist you in completing applications or during the interview process, please contact the office of Human Resources at 870-733-6774 or email us at jbrubaker@midsouthcc.edu.

This application should be returned to the address below:

Mid-South Community College
ATTN: Search Coordinator/Human Resources
2000 West Broadway
West Memphis, AR 72301
Phone: (870) 733-6722
Fax: (870) 733-6799

Mid-South Community College is an EEOC/Affirmative Action Employer.

The MSCC Consumer Information and Crime Report is posted on the MSCC website under About Us/Consumer Information, or you may access it by clicking the following link: http://www.midsouthcc.edu/assets/files/downloads/About_downloads/consumer.pdf

Application for Employment

Please answer all questions which apply to you. If they do not apply, mark them N/A. Please print, type or write legibly.

Last Name	First Name	Middle Name		
Complete Mailing Address	City	State	Zip Code	County
Home Phone Number	Work Phone Number	Message or Other Phone Number		
Email Address				

Position(s) for which you are applying (give title(s) and position number(s) if known):

1. _____
2. _____
3. _____
4. _____

Employment Status Section

Are you legally entitled to work in the U.S.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Can you work occasional evening hours?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will you accept any type of employment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no, check which type(s) of employment you will accept. <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary		
Have you ever filed a previous application for employment with Mid-South Community College? If yes, what was your name at that time?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been employed by Arkansas State Government?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
List professional license(s) relevant to position(s) for which you are applying. Give type of license, license number, date of expiration and issuing/valid state. _____		

Educational History

High School	Received: <input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Certificate: Type Awarded _____	If none, highest grade completed _____
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List below post-secondary schools, colleges, universities, trade/vocational or other attended:

Name and Location	Major/Minor	Hours Completed *See note below	Diploma/Degree Awarded

*NOTE: For hours completed, indicate whether semester hours, quarter hours, clock hours, etc.

Work History

List all prior work experience, including military service, beginning with your most recent employment (include **all** work experience, even if you do not believe that experience to be related to the position or positions for which you are applying). You may include **volunteer or unpaid work** as part of your history; however, you should include the number of hours per week which you performed these duties. If you do not have enough space to list all your work experience, use a separate sheet for continuation.

1	Current or Most Recent Employer	Business Phone Number			Employment Dates	
	Complete Mailing Address	City	State	Zip Code	From	month year
	Type of Business				To	month year
	Position	Supervisor's Name			Average hours worked be week	
	Name under which employed				Salary	
	Your Job Duties (Be specific)				\$	lowest highest
Reason for Leaving						
2	Employer	Business Phone Number			Employment Dates	
	Complete Mailing Address	City	State	Zip Code	From	month year
	Type of Business				To	month year
	Position	Supervisor's Name			Average hours worked be week	
	Name under which employed				Salary	
	Your Job Duties (Be specific)				\$	lowest highest
Reason for Leaving						
3	Employer	Business Phone Number			Employment Dates	
	Complete Mailing Address	City	State	Zip Code	From	month year
	Type of Business				To	month year
	Position	Supervisor's Name			Average hours worked be week	
	Name under which employed				Salary	
	Your Job Duties (Be specific)				\$	lowest highest
Reason for Leaving						

4 Employer	Business Phone Number			Employment Dates
Complete Mailing Address	City	State	Zip Code	From _____ month year
Type of Business				To _____ month year
Position	Supervisor's Name			Average hours worked be week _____
Name under which employed				Salary \$ _____ \$ _____ lowest highest
Your Job Duties (Be specific)				

Reason for Leaving

5 Employer	Business Phone Number			Employment Dates
Complete Mailing Address	City	State	Zip Code	From _____ month year
Type of Business				To _____ month year
Position	Supervisor's Name			Average hours worked be week _____
Name under which employed				Salary \$ _____ \$ _____ lowest highest
Your Job Duties (Be specific)				

Reason for Leaving

6 Employer	Business Phone Number			Employment Dates
Complete Mailing Address	City	State	Zip Code	From _____ month year
Type of Business				To _____ month year
Position	Supervisor's Name			Average hours worked be week _____
Name under which employed				Salary \$ _____ \$ _____ lowest highest
Your Job Duties (Be specific)				

Reason for Leaving

Special Skills

Typing Speed (corrected words per minute):
List computer software applications you can use:
List any special equipment related to job(s) being sought which you can operate:
List any other skills relative to the job(s) for which you are applying:

Reference

Please list three (3) persons not related to you, who have knowledge of your work qualifications, and can serve as a reference for you. This may include previous or current employers.

	Name	Address	Telephone
1.			
2.			
3.			

Permission for Reference Contact

I hereby give permission for Mid-South Community College to contact persons at my current/previous places of employment for references regarding my performance, attendance, and reasons for leaving. Such reference calls may include persons other than those I have listed as references in my application materials and may occur either prior to my employment by MSCC or during my probationary period of employment.

I will hold neither the inquiring party/organization nor the responding party/organization liable for information exchanged regarding the execution of my duties and responsibilities.

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.

This consent is valid for a period of six (6) months from the date indicated below. A copy of this form shall serve as an original.

I (do / do not) request that I be notified before persons at my current place of employment are contacted.

Signature of Applicant

Date of Signature

Nepotism

Do you have any relatives employed by Mid-South Community College?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, complete the remainder of this section. (This question is being asked for the sole purpose of ensuring compliance with any applicable law or policy concerning nepotism.)				
	Name	Relation	Job Title	
1.				
2.				
3.				

Background

Have you ever been convicted of a crime, or pled guilty or “no contest” to a criminal charge?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide details, including date and location:			
Date: _____		Location: _____	
Details _____			

Before you sign this application

Check over your answers to make sure that all questions have been completed properly. If the job you are applying for requires a college degree or certification, a copy of your transcript, certificate, or license may be required as a condition of employment.

I, the below signed individual, hereby declare that, to the best of knowledge and my ability, the information on this application is true and factual, and that submission of false information will result in the rejection of my application or termination of my employment.

I understand that if I am hired, that my employment is not for any definite period of time, and I may be terminated at any time.

I understand that if I state I have a college degree, and do not have one, that my application will be rejected or, if hired, I will be terminated in accordance with Arkansas Code 21-12-102.

I understand that my application may be subject to disclosure as a public record under the Arkansas Freedom of Information Act.

I understand that certain jobs may require an acceptable driver’s safety record, and that if my current or future driver’s record is unacceptable under the State Driver’s Risk Program, my application may be rejected and, if hired, I may be subject to termination.

I understand that I will be required to provide proof of eligibility to work in the United States pursuant to the immigration Reform and Control Act of 1986 as a condition of my employment.

I understand that false, misleading, or incomplete statements could lead to my dismissal as an employee or rejection as an applicant.

It is our policy to do background checks on all employees. Upon offering a position, a background check will be initiated and the offer of employment will be conditional pending the results of the background check.

I affirm that it is my genuine intent to seek and, if offered, accept employment with Mid-South Community College, and this application is submitted solely for that purpose and for no other purposes.

Signature of Applicant

Date of Signature

