NORTHEAST
MISSISSIPPI COMMUNITY COLLEGE

Revised June 2017

STAFF 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 you 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.

Position for which you are applying: Part-time ☐ Full-time ☐

Last Name: First Name: MI:

Street /mailing address: City: State: Zip:

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: Circle highest grade completed: High School 9 10 11 12 H.S. Graduate ☐ Yes ☐ No GED? ☐ Yes ☐ No

College or University Name and Location (Please provide copies of transcript(s)	Credit Hours	Major	Degree, if completed

Computer Skills: List the computer software programs and hardware with which you are proficient.

Software	Hardware	Other equipment

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

_____

_____

_____

Other skills relevant to employment: _____

_____

_____

_____

EMPLOYMENT HISTORY: List your employment history beginning with your current or last position within the last five years. A resume and cover letter are highly recommended but will not be accepted in lieu of a completed application form.

Employer	Address	From To	Reason for Leaving

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

Name Relationship Telephone Number

_____

_____

_____

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: _____