

# EMPLOYMENT APPLICATION

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## INSTRUCTIONS

We appreciate your interest in working for Meridian Community College. Please respond to all questions on the application and sign the release, which allows us to contact your current and/or former employer. Resumes are appreciated and may be attached. If you choose to submit a resume, it does not substitute for the application and we do require that the application be complete.

## OTHER REQUIRED DOCUMENTATION

The "Position Announcement" details other information required as a part of the application process. If "Letters of Reference" are required, please ask your references to submit them prior to the application deadline and to note the vacancy position and number in their letter. If there are educational requirements noted on the vacancy position, it is your responsibility to insure that copies of all transcripts are received by the vacancy deadline. For application purposes, a student copy of Academic Transcript is permissible. However, if hired, an official copy will be required.

## PROCESS

After the closing date, a committee independently reviews all completed applications and selects three to five persons to be interviewed. Interviews are then scheduled. The screening and interviewing process will be completed in a timely fashion. MCC does not release the information regarding the status of individual applications until the process is complete. All candidates, including those not interviewed, are notified of the outcome once a decision has been made. Please note; The optional "Statistical Survey" is kept for statistical purposes only and is not forwarded to the committee members who will be screening and interviewing.

## RESPONSIBILITIES

If you have a contractual obligation to an employer for the period of employment described in the vacancy announcement, it is your responsibility to contact your employer regarding your application.

## QUESTIONS

If you have questions about the information required and/or its receipt by MCC, please contact the Human Resources Department, 601.581.3508; 601.484.8701 (fax); [hr.mcc@meridiancc.edu](mailto:hr.mcc@meridiancc.edu). The College does not notify candidates regarding the receipt of materials.

# FACULTY/STAFF

Position Desired: \_\_\_\_\_ Vacancy #: \_\_\_\_\_

Name: \_\_\_\_\_ SSN: \_\_\_\_\_  
(last) (first) (middle)

Present Address: \_\_\_\_\_  
(street and number) (city and state) (zip) (phone)

Permanent Address: \_\_\_\_\_  
(street and number) (city and state) (zip) (phone)

## Educational Qualifications

High School: \_\_\_\_\_ Year Graduated: \_\_\_\_\_

Position:    Full Time                  Part Time

EDUCATION				
School	Name, Address of School	Course of Study	# of years completed	Diploma/Degree
Undergraduate College				
Graduate Professional				
Other (Specify)				

Describe specific courses you have taken which have prepared you especially well for this position. Please include computer knowledge/experience.

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Please list other educational experiences which strengthen your qualifications (travel, writing, workshops, military service).

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# WORK EXPERIENCE

**Start with your present or last job.**

Employer	<b>Date Employed</b>		<b>Work Performed</b>
Address	From	To	
Telephone Number			
Starting Present Job Title	<b>Hourly Rate Salary</b>		
Supervisor	Starting	Final	
Reason for Leaving			May We Contact?    Yes    No

Employer	<b>Date Employed</b>		<b>Work Performed</b>
Address	From	To	
Telephone Number			
Starting Present Job Title	<b>Hourly Rate Salary</b>		
Supervisor	Starting	Final	
Reason for Leaving			May We Contact?    Yes    No

Employer	<b>Date Employed</b>		<b>Work Performed</b>
Address	From	To	
Telephone Number			
Starting Present Job Title	<b>Hourly Rate Salary</b>		
Supervisor	Starting	Final	
Reason for Leaving			May We Contact?    Yes    No

Employer	<b>Date Employed</b>		<b>Work Performed</b>
Address	From	To	
Telephone Number			
Starting Present Job Title	<b>Hourly Rate Salary</b>		
Supervisor	Starting	Final	
Reason for Leaving			May We Contact?    Yes    No

**Comments: Include explanation of any gaps in employment.**

**Personal Professional References** *(do not include family members)*

Name	Phone Number	Best Time to Call	Occupation

# OPTIONAL STATISTICAL SURVEY



This data is being collected for statistical purposes only. This information will not be given to the Hiring Committee and will not be used in connection with the hiring process. We appreciate your assistance in our data collection.

Position: \_\_\_\_\_ Vacancy #: \_\_\_\_\_

Gender:        Male                Female

Race:            Caucasian                      African American                      Native American  
                    Hispanic                      Asian                                      Other

Age:            18-25                26-36                37-45                46-55                Over 55

Give a brief description of your understanding of the mission and purpose of the community college and how your background and experience relate to that understanding.

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Do you have contractual obligations to any employer which could conflict with your assuming the position for which you are applying?        Yes                No

If yes, do you understand that it is your responsibility to discuss the contractual implication of your application with your current employer?        Yes                No

Have you ever been convicted of a felony?        Yes                No

I certify that the foregoing statements are, to the best of my knowledge and belief, true and correct. I authorize my former employers to release any information they may have regarding me.

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(Signature of Applicant)

**910 Highway 19 North | Meridian, MS 39307 | [www.meridiancc.edu](http://www.meridiancc.edu) | 1-800-MCC-THE-1**

Meridian Community College does not discriminate on the basis of race, color, national origin, sex, disability, religion or age in admission or access to, or treatment or employment in its programs and activities. Compliance with Section 504 is coordinated by Mrs. Deanna Smith, Dean of Student Services, 910 Highway 19 North, Meridian, MS 39307. 601.484.8895, Fax: 601.484.8635, email: [dsmith40@meridiancc.edu](mailto:dsmith40@meridiancc.edu). Compliance with Title IX is coordinated by Mr. Derek Mosley, Social Science Instructor, Smith Hall, 910 Highway 19 North, Meridian, MS 39307. 601.553.3453, Fax: 601.484.8635, email: [dmosley@meridiancc.edu](mailto:dmosley@meridiancc.edu).