



MONROE COUNTY COMMUNITY COLLEGE

enriching lives

Attn: Human Resources Office
1555 South Raisinville Road
Monroe, MI 48161-9746

(734) 384-4245
FAX (734) 457-6022

Application for Faculty and Administrator Position

A person with a disability requiring accommodations for completing the application and/or the interview process should notify the Office of Human Resources

Name:	<i>Last</i>	<i>First</i>	<i>Middle</i>	Today's Date
Address:	<i>Number</i>	<i>Street</i>		Telephone Number
	<i>City</i>	<i>State</i>	<i>Zip</i>	Alternative Telephone Number
				Email Address

General Information

Position Desired: Full-Time Part-Time

Teaching: _____
Subject(s)-First Choice

Subject(s)-Second Choice

Administration: _____
Area

Are you at least 18 years of age? Yes No

Are you legally eligible for employment in the United States? Yes No

(Proof of identity and eligibility will be required upon employment)

Have you ever been denied tenure or continuing contract status? Yes No

If yes, explain: _____

If selected for a position at Monroe County Community College, when would you be available for employment?

Monroe County Community College is an equal opportunity institution and adheres to a policy that no qualified person shall be discriminated against because of race, color, religion, national origin or ancestry, age, gender, marital status, disability, genetic information, sexual orientation, gender identity/expression, height, weight or veteran's status in any program or activity for which it is responsible.

Record of Education

	Name/Address of School	Diploma or Degree Earned
High School		
College or University		
Graduate or Other Formal Education		

Bachelor's Degree Major _____ Minor _____

Master's Degree Major _____ Minor _____

Doctor's Degree Major _____ Minor _____

Dissertation Title _____

Advisor's Name _____

Assistantships/Student Teaching Experience

Name of School	Location City - State	Grade(s) Subject(s)	Dates

Part-time/Adjunct Teaching Experience

Name of School and Location	Name of Supervisor	Grade(s) Subject(s)	Dates

Past and Present Employment

Beginning with most recent or current employer.

Name and Address of Employer and Type of Business	Name of Supervisor & Phone #	
	Final Salary	
Briefly describe the nature of the work.	From Mo./Yr.	To Mo./Yr.
Reason for Leaving		

Name and Address of Employer and Type of Business	Name of Supervisor & Phone #	
	Final Salary	
Briefly describe the nature of the work.	From Mo./Yr.	To Mo./Yr.
Reason for Leaving		

Name and Address of Employer and Type of Business	Name of Supervisor & Phone #	
	Final Salary	
Briefly describe the nature of the work.	From Mo./Yr.	To Mo./Yr.
Reason for Leaving		

Membership in Professional Organizations

Offices Held

Teaching References

List departmental chairpersons, superintendents, principles or instructors under whom you have taught.

Name	Position	Name of College or University	Area Code	Phone No.
1.				
2.				
3.				

Professional/Personal References

Please list 3 business/work references who are not related to you and are not previous supervisors.

Name	Relationship	Phone No.
1.		
2.		
3.		

Pre-Employment Statement

Please read carefully.

The information that I have provided on this application is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application résumé, or any other materials, or during any interviews, can be justification for refusal of employment, or if employed, termination from Monroe County Community College.

I give Monroe County Community College the right to contact and obtain information from all references, employers, educational institutions and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability Monroe County Community College and its representatives for seeking, gathering and using such information and all other persons, employers, or organizations for furnishing such information.

Signed _____ Date _____
Typed signature will be accepted