



MONROE COUNTY COMMUNITY COLLEGE

enriching lives

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

(734) 242-7300
FAX (734) 384-4211

Application for Faculty/Administrator Position

A person with a disability requiring accommodations for completing the application and/or the interview process should notify the Office of the Vice President of Instruction.

Name:	Last	First	Middle	Today's Date
Address:	Number	Street		Telephone Number
	City	State	Zip	Alternative Telephone Number
Person to notify in case of emergency (Name, Address, Phone No.)				Email Address

General Information

Position Preferred: Full-Time Part-Time

Teaching: _____
Subject(s)-First Choice

Subject(s)-Second Choice

Administration: _____
Area

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

Have you previously filed an application for a position at Monroe County Community College? Yes No

If yes, when? _____

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

If yes, explain: _____

Have you ever been convicted of a felony or misdemeanor, other than a traffic violation? Yes No

If yes, date of conviction: _____

Nature of offense: _____

(A "yes" answer does not automatically disqualify you from employment, since the nature of the offense, date, and the job for which you are applying will also be considered.)

Are there any felony charges pending against you? Yes No

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

Record of Education

	Name	Location: City-State	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 #	
Briefly describe the nature of the work.	From Mo./Yr.	To Mo./Yr.
Reason for Leaving		

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Briefly describe the nature of the work.	From Mo./Yr.	To Mo./Yr.
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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, principals or other under whom you have taught.

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

Educational References

List name of instructors under whom you have had the major portion of your professional training.

Name	Title	Institution	Area Code	Phone No.
1.				
2.				
3.				

Professional/Personal References

List persons who are not related to you.

Name	Relationship	Address	Area Code	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 _____

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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, sex, marital status, or disability in any program or activity for which it is responsible.