



MONROE COUNTY
COMMUNITY COLLEGE

enriching lives

1555 South Raisinville Road • Monroe, MI 48161-9746
(734) 242-7300 • FAX (734) 384-4211

Position Preferred:
Full-Time
Part-Time
Temporary

Application for Support Staff and Maintenance Positions

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

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

Record of Education

School	Name and Address of School	Course of Study	Check Last Year Completed				Did You Graduate?	List Diploma or Degree
			1	2	3	4		
High School			1	2	3	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	GPA
College			1	2	3	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	GPA
Other			1	2	3	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	GPA

Special Skills

Please list any experiences, skills, or abilities that you feel especially qualify you for the position you are applying for. (Such as keyboarding speed, software knowledge, mechanical knowledge, etc.)

Mail to: Monroe County Community College
Attn: Human Resources
1555 South Raisinville Road
Monroe, MI 48161-9746

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

List Below All Present and Past Employment, Beginning with Most Recent

Name and Address	From Mo. Yr.	To Mo. Yr.	Describe the work you did	Reason for Leaving	Final Rate of Pay Hourly or Weekly	Name of Supervisor
	Phone Number					

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	Phone Number					

References

Please list name and telephone number of three business/work references who are not related to you and are not previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Phone Number

General Information

If selected for a position at Monroe County Community College, when would you be available to start work? _____

Have you ever been convicted of any 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

Are you 18 years or older? Yes No Are you legally eligible for employment in the United States? Yes No

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, resume, 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 _____