



SOUTHERN WEST VIRGINIA COMMUNITY
AND TECHNICAL COLLEGE

APPLICATION FOR EMPLOYMENT

Please contact the Human Resources Department if you need assistance or reasonable accommodations in the application or hiring process.

Department of Human Resources
P.O. Box 2900, Mount Gay, WV, 25637
PH: 304-896-7441 FAX: 304-792-7096

Date Position for which applying

Which location(s) are you willing to work? ☐ Boone Campus ☐ Lincoln Site ☐ Logan Campus ☐ Williamson Campus ☐ Wyoming/McDowell Campus ☐ Any

Rate of pay expected? ☐ Per hour ☐ Per month ☐ Per year

Would you work full time? ☐ Yes ☐ No Part time? ☐ Yes ☐ No If part time, specify days/hours

Have you worked for Southern before? ☐ Yes ☐ No If yes, when?

Do you have a relative working for Southern? ☐ Yes ☐ No If yes, provide name

If your application is considered, what date will you be available to start?

Personal Information

Last Name First Name SSN

Address Phone Number (Day)

City State Alabama Zip Code Phone Number(Alt)

Are you 18 years or older? ☐ Yes ☐ No

DO NOT FILL OUT BEFORE READING

READ CAREFULLY BEFORE ANSWERING ANY QUESTIONS IN THIS BLOCKED AREA. DO NOT ANSWER ANY QUESTIONS UNLESS THE BOX NEXT TO THE QUESTION IS CHECKED, thereby indicating that the requested information is needed for the bona fide occupational qualification or other legally permissible reason. Conviction record will not necessarily be a bar to employment.

☐ Have you ever been bonded or had a security clearance for a job? ☐ Yes ☐ No

If yes, explain

☐ Have you ever been convicted of a misdemeanor? ☐ Yes ☐ No

If yes, explain

☐ Have you ever been convicted of a felony? ☐ Yes ☐ No

If yes, explain

Policy Statement-Nondiscrimination of Basis of Sex and Equal Employment Opportunity

It is the policy of Southern West Virginia Community and Technical College, not to discriminate on the basis of sex in its education programs, activities, employment policies, or admission of students to any program of study as required by Title IX of the 1972 Education Amendments. Additionally, the College upholds and complies with the Civil Rights Act of 1964, as amended, which prohibits discrimination in employment practices because of race, religion, color, national origin, ancestry, sex, age, or handicap. Inquiries regarding compliance with Title IX and/or The Civil Rights Act may be directed to the Director of Human Resources, Southern West Virginia Community and Technical College by calling (304) 896-7408 or by contacting the Director of the Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

Work Experience

List below all present and past employment, beginning with your most recent. List additional work experience, if necessary, on a separate sheet using the format below.

Business Name

Starting Date of Employment

Address

Ending Date of Employment

City

State

Alabama

Zip Code

Job Title

Name of Supervisor

Supervisor's Phone

May we contact this person?

☐ Yes ☐ No

If not, who may we contact?

Phone

Reason for leaving

Describe in detail the work you did

Business Name

Starting Date of Employment

Address

Ending Date of Employment

City

State

Alabama

Zip Code

Job Title

Name of Supervisor

Supervisor's Phone

May we contact this person?

☐ Yes ☐ No

If not, who may we contact?

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Business Name

Starting Date of Employment

Address

Ending Date of Employment

City

State

Alabama

Zip Code

Job Title

Name of Supervisor

Supervisor's Phone

May we contact this person?

☐ Yes ☐ No

If not, who may we contact?

Phone

Reason for leaving

Describe in detail the work you did

Record of Education

High School

Name			
Address			
City	State Alabama	Zip Code	
Major/Minor		Last Year Completed	

University or College

Name			
Address			
City	State Alabama	Zip Code	
Major/Minor		Degree Received	

University or College

Name			
Address			
City	State Alabama	Zip Code	
Major/Minor		Degree Received	

Graduate School

Name			
Address			
City	State Alabama	Zip Code	
Major/Minor		Degree Received	

Business or Trade

Name			
Address			
City	State Alabama	Zip Code	
Major/Minor		Degree Received	

Other Knowledge, Skills, and Abilities

Describe below any other experiences, skills, certifications, or qualifications which you feel would especially qualify you for the position.

Type(wpm)		Shorthand(wpm)	
Business Machines			
Are you licensed to drive a car?		<input type="radio"/> Yes <input type="radio"/> No	If yes, in what State? Alabama
License No.			
List Driver's License Endorsement(s) if applicable:			

Military Service Record

Have you been in the U.S. Armed Forces? ☐ Yes ☐ No If yes, what branch?

Dates of duty From To Rank at Discharge

List duties in service, including special training (Unless listed above under Record Of Education)

Personal References

Name	<input type="text"/>	Occupation	<input type="text"/>
Address	<input type="text"/>		
City	<input type="text"/>	State	<input type="text"/>
Phone	<input type="text"/>	Alabama Zip Code	<input type="text"/>

Name	<input type="text"/>	Occupation	<input type="text"/>
Address	<input type="text"/>		
City	<input type="text"/>	State	<input type="text"/>
Phone	<input type="text"/>	Alabama Zip Code	<input type="text"/>

Name	<input type="text"/>	Occupation	<input type="text"/>
Address	<input type="text"/>		
City	<input type="text"/>	State	<input type="text"/>
Phone	<input type="text"/>	Alabama Zip Code	<input type="text"/>

To Be Read And Signed By Applicant

I certify that this application was completed by me; that all entries on it and information in it are true and complete to the best of my knowledge; and that I am currently legally eligible for employment in the United States and am prepared to present documentation to support that fact prior to an offer of employment. I authorize you to make such investigation and inquiries of my personal, employment, financial or medical history and other related matters as may be necessary in arriving at an employment decision. (Inquiries regarding medical history will be made only if and after conditional offer of employment has been extended.) I hereby release employers, schools, colleges, health care providers and other persons from all liability in responding to inquiries and releasing information in connection with application.

In the event of employment, I understand that any falsification, omission, or misleading information given in this application or interview(s) will be grounds for immediate dismissal. I understand that I am required to abide by all rules and regulations of the College. I understand and agree also, that my employment and compensation can be terminated with or without notice at anytime at the option of either Southern West Virginia Community Technical College or myself.

PLEASE PRINT AND SIGN APPLICATION. MAIL OR FAX TO:

Southern West Virginia Community and Technical College
Department of Human Resources
P.O. Box 2900, Mount Gay, WV, 25637
Fax: 304-792-7096

Be sure to include copies of your college transcripts, licenses, or certifications with your application for employment.

Applicant's Signature

Date