



APPLICATION FOR EMPLOYMENT

Please contact the Human Resources Department if you need assistance or reasonable accommodations in the application or hiring process at PH 304-896-7445 or 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 Email

Address

City State Zip Code Phone Number(Day)

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

Southern West Virginia Community and Technical College is an Equal Opportunity/Affirmative Action Institution and does not discriminate based on race, sex, gender identity, pregnancy, sexual orientation, age, disability, veteran status, religion, color, or age in admission, employment, or educational programs and activities; nor does it discriminate based on genetic information in employment or employee health benefits. Faculty, staff, students, and applicants are protected from retaliation for making complaints or assisting in investigations of discrimination. This nondiscrimination policy also applies to all education programs, to admission, to employment, and to other related activities covered under Title IX, which prohibits sex discrimination in higher education. Southern will take steps to ensure that a lack of English language skills will not be a barrier to admission and participation in the college's CTC offerings. Auxiliary aids and services are available upon request to individuals with disabilities. Southern West Virginia Community and Technical College also neither affiliates with nor grants recognition to any individual, group, or organization having policies that discriminate on the basis of race, ethnicity, sex, color, creed, gender, religion, age, sexual orientation or gender orientation or expression, physical or mental disability, marital or family status, pregnancy, genetic information, veteran status, service in the uniformed services, ancestry, or national origin. Inquiries regarding compliance with any state or federal nondiscrimination law may be addressed to **Affirmative Action Officer**, Ms. Debbie C. Dingess, Chief Human Resources Officer, Southern West Virginia Community and Technical College, 100 College Drive, Logan, WV 25601, 304-896-7408; **Title IX Coordinator**, Mr. Darrell Taylor, Chief Student Services Coordinator, Southern West Virginia Community and Technical College, 100 College Drive, Logan, WV 25601, 304-896-7432; or **Section 504 Coordinator**, Ms. Dianna Toler, Director of Student Success, Southern West Virginia Community and Technical College, 100 College Drive, Logan, WV 25601, 304-896-7315.

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

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

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

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		Zip Code	
Major/Minor		Last Year Completed			

University or College

Name					
Address					
City		State		Zip Code	
Major/Minor		Degree Received			

University or College

Name					
Address					
City		State		Zip Code	
Major/Minor		Degree Received			

Graduate School

Name					
Address					
City		State		Zip Code	
Major/Minor		Degree Received			

Business or Trade

Name					
Address					
City		State		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)		Additional Skills		
Are you licensed to drive a car?	<input type="radio"/> Yes	<input type="radio"/> No	If yes, in what State?	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"/>
	<input type="text"/>	Zip Code	<input type="text"/>
Phone	<input type="text"/>		

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

Name	<input type="text"/>	Occupation	<input type="text"/>
Address	<input type="text"/>		
City	<input type="text"/>	State	<input type="text"/>
	<input type="text"/>	Zip Code	<input type="text"/>
Phone	<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 a 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 the 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 any time 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
100 College Drive, Logan, WV 25601
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