



**Southern West Virginia Community and Technical College**  
**Human Resources Office**  
**100 College Drive**  
**Logan, WV 25601**

## **INSTRUCTIONS FOR THE APPLICANT**

Please read the following information before completing the application and other documents. It is essential that all forms be completed in their entirety and signed. This will ensure no delays in the application process and/or your application being eliminated because of missing or incomplete information. Because of the large number of applications normally received, it may not be possible to respond personally for missing information on any of the forms. If more space is needed, supplemental sheets may be added.

### **APPLICATION PROCESS**

1. Right Click on the application file you would like to download and select "Save Target As" or "Save Link As" and open in your preferred reader. Applicants need to complete one application for every position in which they are applying. Copies will be accepted as long as the signatures are originals. Applications are not retained.
2. Applications must be received by the date specified for the position. In some cases, applications will be accepted until a position is filled.
3. Southern is not obligated to interview all applicants who meet minimum requirements.

**PRE-EMPLOYMENT TESTING** - Some positions may require pre-employment testing, background check, and credit check. Human Resources will notify finalists for the position of any such requirements.

**RESUME** – Submission of resumes is generally required and should be attached to the application. However, all information requested on the Application Form must be submitted even if it is also shown on a resume. Do not state, "see resume" on the application.

**AFFIRMATIVE ACTION INFORMATION** - Completion of the Equal Opportunity Information Form is voluntary and information provided will be treated as confidential.

**REFERENCE CHECK FORMS** – Complete Section I of the Reference Check Form. A Reference Check Form is to be completed for each previous employer shown on your application.

**TRANSCRIPTS** – Transcripts are required for most vacancies. Initially, copies will be accepted; however, before an offer of employment can be made, "official" transcripts must be submitted.

All forms should be mailed to the address shown above. In order to meet published deadlines, you may send these documents by email to [Debbie.Dingess@southernwv.edu](mailto:Debbie.Dingess@southernwv.edu) or by fax to 304-792-7096. However, the originals with signatures are to be mailed as soon as possible and must be received before an offer of employment can be made.

**Thank you for your interest in Southern West Virginia Community and Technical College  
as a prospective employer.**

**Southern West Virginia Community and Technical College is an  
Equal Opportunity/Affirmative Action Employer.**

**NOTE:** Please contact the Human Resources Department if you need assistance or reasonable accommodation in the application or hiring process at 304-896-7445.