



Collin County Community College District

Human Resources Office

Employment Application

Courtyard Center
for Professional and
Economic Development
Suite B303
4800 Preston Park Blvd
Plano, TX 75093
Phone: 972.985.3783
Fax: 972.985.3778

<http://www.ccccd.edu>

CCCCD is an equal opportunity/affirmative action employer.
Applicants are considered for employment without regard to race,
color, religion, sex, national origin, age, disability or veteran status.

EMPLOYMENT HISTORY

This section must be completed for all positions, beginning with your most recent work experience and including military service. Include your employment history for the past 12 years.

Do not substitute a resume for this section.

Date Started	Date Left	Name of Organization	Location	Phone Number
Supervisor's Name	Supervisor's Title	Your Title upon Leaving	Beginning Salary	Ending Salary

Description of duties _____

Reason for Leaving _____

Number of hours worked each week _____ May we contact this employer? ____ Yes ____ No ____

Date Started	Date Left	Name of Organization	Location	Phone Number
Supervisor's Name	Supervisor's Title	Your Title upon Leaving	Beginning Salary	Ending Salary

Description of duties _____

Reason for Leaving _____

Number of hours worked each week _____

Date Started	Date Left	Name of Organization	Location	Phone Number
Supervisor's Name	Supervisor's Title	Your Title upon Leaving	Beginning Salary	Ending Salary

Description of duties _____

Reason for Leaving _____

Number of hours worked each week _____

Date Started	Date Left	Name of Organization	Location	Phone Number
Supervisor's Name	Supervisor's Title	Your Title upon Leaving	Beginning Salary	Ending Salary

Description of duties _____

Reason for Leaving _____

Number of hours worked each week _____

Reason for Leaving _____ Number of hours worked each week _____

➤ Have you ever been involuntarily discharged from a position? Yes No
 If yes, give dates and circumstances: _____

➤ Please explain any gaps in employment of two months or more: _____

EQUIPMENT SKILLS

_____ Typing, wpm: _____ Please describe your computer proficiency:
 _____ 10-Key _____
 _____ Other job-related equipment skills: _____

LANGUAGES

Complete this section only if applying for a position requiring language competency other than English as stated in the *Position Announcement or Job Description*.

Language	Read	Write	Speak	Understand

Respond only if applying for a faculty position

➤ Are you under contract with any other institution for the current or coming year? Yes No
 If yes, state contract expiration date: _____

Respond only if the position for which you are applying requires driving as an essential function of the job.

➤ Do you possess a valid driver's license? Yes No
 If yes, State _____ Class _____ License # _____ Expiration Date _____
 If no, please explain: _____

➤ Do you have a relative employed by CCCCD or who serves as a CCCCD Board Trustee? Yes No
 If yes, give relative's name, relationship, and position: _____

➤ Are you now or have you ever worked for Collin County Community College District? Yes No
 If yes, explain: _____

➤ Have you ever been convicted of or plead guilty to a crime including deferred adjudication, or do you have a criminal charge pending? Yes No If yes, give year, location and nature of the violation and disposition: _____

IMPORTANT: A conviction does not automatically mean you will not be offered a job. What you were convicted of, the circumstances surrounding the conviction, and how long ago the conviction occurred are important. Give us all of the facts, so that a decision can be made.

REFERENCES

Please list three professional/business references excluding supervisors listed in the Employment History section.

Complete Name	Business or Home Address	Telephone	Occupation

Please Read Carefully

1. I certify that statements made by me in this application are true, complete and correct to the best of my knowledge and belief. I understand that any false statements, misrepresentations or omissions made by me during the application process shall be grounds for refusal to hire or if hired, termination.
2. I hereby authorize Collin County Community College District to investigate, through whatever means deemed appropriate by the college, any information included in this application and facts resulting from the investigation unless otherwise noted. CCCCD is also authorized to use any information obtained from its investigations to determine my suitability for employment. I release CCCCD from any liability in connection with the investigation.
3. I hereby authorize each former employer to open my personnel file to a representative of CCCCD.
4. I hereby authorize any former employers or any other persons given as references (unless otherwise noted) to answer any questions that may be asked.
5. If employed, I agree to abide by the policies, procedures, rules and regulations of CCCCD.
6. Unless otherwise specified in writing, I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between CCCCD and myself for either employment or for the providing of any benefit. I understand that if subsequent to this application, I am employed by CCCCD that both CCCCD and I have read and do understand CCCCD's intent that any employment relationship established between CCCCD and myself will be on an "at-will" basis.
7. I understand that submission of this application does not obligate CCCCD in any way.

This application is valid for this position only. It will be considered if completed in its entirety, signed and dated below. Return completed application and all other required application materials as specified in the Job Announcement to the Human Resources Office at the Courtyard Center.

Date

Signature of Applicant

Data Form

The commitment of Collin County Community College District to a policy of equal opportunity/affirmative employment requires that certain information be gathered and maintained for statistical purposes only. Human Resources will detach this section of the application from the application prior to a review of your qualifications. This information is maintained in a separate file and is not considered when making employment decisions. Your cooperation is greatly appreciated.

Position applied for: _____ Home Zip Code _____

Check one: _____ Female _____ Male

Check one:

- _____ American Indian or Alaskan Native – A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.
- _____ Asian or Pacific Islander – A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands. This area includes, for example: China, Japan, Korea, the Philippine Islands, and Samoa.
- _____ Black, Not Hispanic Origin – A person who is a descendent of any of the black racial groups of Africa, who is also not of Hispanic origin.
- _____ Hispanic – A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
- _____ White, Not of Hispanic Origin – a descendent of any of the original inhabitants of Europe, North Africa or the Middle East who is not of Hispanic origin.

Veteran Status

Please check all of the following that apply:

I am not a United States' veteran.

I am a veteran of the Vietnam Era and either:

- (1) served on active duty for a period of more than 180 days, and was discharged or released therefrom with other than a dishonorable discharge, if any part of such active duty occurred: (I) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (II) between August 5, 1964 and May 7, 1975 in all other cases; or
- (2) was discharged or released from active duty for a service connected disability if any part of such active duty was performed: (I) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (II) between August 5, 1964, and May 7, 1975, in all other cases.

I am a "special disabled" veteran who either :

- (1) is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Department of Veterans Affairs for a disability (I) rated at 30 percent of more, or (ii) rated at 10 or 20 percent if it has been determined that the individual has a serious employment disability; or
- (2) was discharged or released from active duty because of a service-connected disability.

I am a veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized. If you have questions about whether or not you are able to check this category, a list of eligible campaigns/expeditions are provided on the following web site. <http://vets100.cudenver.edu/CriteriaOtherEligible.pdf>

I am a veteran not covered by the categories listed above.

What prompted you to apply? (Check one)

- _____ Newspaper (*name*) _____
- _____ Monster.com
- _____ Position Announcement (*location of campus*) _____
- _____ Professional/Trade journal (*name*) _____
- _____ Texas Workforce Commission (*formerly TEC*)
- _____ CCCCDC 24-hour Job Line (972) 881- 5627
- _____ CCCCDC Internet Homepage – <http://www.ccccd.edu>
- _____ TCI Plano Telecable – Channel A20
- _____ Other (*please specify*) _____