



**MOBERLY AREA COMMUNITY COLLEGE
APPLICATION FOR EMPLOYMENT**

Date _____

1. Name _____ Social Security Number ____ - ____ - ____

2. Address _____
(Street) (City/State) (Zip Code)

3. E-mail address _____ Maiden/Other names used _____

4. Home Telephone (____) ____ - _____ Work Telephone (____) ____ - ____ ext.

5. Position(s) for which you are applying, in order of preference:

A. _____ C. _____

B. _____ D. _____

6. Educational and Professional Training:

Do you have a high school diploma or high school equivalency certificate? Yes No

College/University Graduate or Vocational School	Address	Degree or Certificate Earned	Major or Area of Emphasis	Dates Attended	Units or Hours Earned

7. Record of Employment (Please include all employment and list the most recent first. Attach a separate page if necessary). May we contact your present employer? Yes No

Employer Name:	Reason For Leaving:	Employed From:	Employed To:
Address (street, city, state):	Position Held:	Salary:	Supervisor:
Phone: () -			

Employer Name:	Reason For Leaving:	Employed From:	Employed To:
Address (street, city, state):	Position Held:	Salary:	Supervisor:
Phone: () -			

Employer Name:	Reason For Leaving:	Employed From:	Employed To:
Address (street, city, state):	Position Held:	Salary:	Supervisor:
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Address (street, city, state):	Position Held:	Salary:	Supervisor:
Phone: () -			

Employer Name:	Reason For Leaving:	Employed From:	Employed To:
Address (street, city, state):	Position Held:	Salary:	Supervisor:
Phone: () -			

8. List any skills you have that are applicable to the position(s) for which you are applying (i.e., computer skills, word processing, etc.) _____

9. From what source did you learn that this position is available? _____

10. Have you previously applied for a position at MACC? If so, when? _____

11. Is there any reason why you would not be able to fulfill the duties involved in this position? _____

Briefly explain _____

12. When would you be available for employment? _____

13. Do you have any relatives currently employed by MACC? _____

14. Briefly explain why you are applying for employment at Moberly Area Community College: _____

15. References (Please list three people whom you have known for at least one year who are not relatives):

A. Name: _____ Occupation: _____

Address: _____ Telephone Number: (____) ____ - ____

B. Name: _____ Occupation: _____

Address: _____ Telephone Number: (____) ____ - ____

C. Name: _____ Occupation: _____

Address: _____ Telephone Number: (____) ____ - ____

“Moberly Area Community College is committed to a policy of non-discrimination on the basis of race, color, national origin, gender, sexual orientation, disability, age, marital or parental status, religion, genetics, ancestry, or veteran status, in admissions, educational programs, activities, and employment.”

The Immigration Reform and Control Act of 1986 requires that employers retain Form I-9, Employment Eligibility Verification. All persons employed are required to furnish documents verifying identify (i.e. driver's license, state issued ID card) and employment eligibility (i.e. social security card or birth certificate). A passport will verify both identity and employment eligibility. *MACC participates in eVerify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization.*

Moberly Area Community College is committed to providing a safe and secure environment. As required by federal, state and local law and college policy, the annual security and fire safety compliance reports – published annually by October 1 - and sexual misconduct policy documents are available at www.macc.edu/crime-stats. Printed copies of the Annual Security Report containing the above information are available from the MACC Security Department, Andrew Komar Jr. Hall, Room 12, Moberly MO 65270 or by calling (660)263-4100 x11247. The documentation contains information regarding campus security, personal safety, crime prevention, fire safety, security officers, crime reporting policies, disciplinary procedures, sexual misconduct policies and other matters of importance related to campus security and safety. It also contains information about crime statistics for the three previous calendar years concerning reported crimes that occurred on our campuses and on public property within or immediately adjacent to and accessible from the campuses is also included.

I certify that all statements on this application are true and complete to the best of my knowledge. I understand that any misrepresentation or omission of fact is sufficient cause for rejection of this application or (if hired) termination of employment. I authorize representatives of Moberly Area Community College to make inquiries in connection with any information provided on this application unless otherwise stated.

Date	Signature of Applicant
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**Please return this application to:
Human Resources
Moberly Area Community College
101 College Avenue
Moberly, MO 65270-1304**

