



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 (_____) _____

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

A. _____ C. _____

B. _____ D. _____

6. Educational and Professional Training:

High School _____ Graduated: ____ Yes ____ No

If not a high school graduate, do you have a high school equivalency certificate?: ____ Yes ____ No

Table with 6 columns: College/University Graduate or Vocational School, Address, Degree or Certificate Earned, Major or Area of Emphasis, Dates Attended, Units or Hours Earned. Contains 4 empty rows for data entry.

7. Record of Employment (Please include all employment and list the most recent first. Attach a separate page if necessary):

A. Employer Name:	Reason For Leaving:	Employed From:	Employed To:
Address:	Position Held:	Salary:	Supervisor:
Phone:			

B. Employer Name:	Reason For Leaving:	Employed From:	Employed To:
Address:	Position Held:	Salary:	Supervisor:
Phone:			

C. Employer Name:	Reason For Leaving:	Employed From:	Employed To:
Address:	Position Held:	Salary:	Supervisor:
Phone:			

D. Employer Name:	Reason For Leaving:	Employed From:	Employed To:
Address:	Position Held:	Salary:	Supervisor:
Phone:			

E. Employer Name:	Reason For Leaving:	Employed From:	Employed To:
Address:	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. Briefly explain why you are applying for employment at Moberly Area Community College:

14. Have you ever been convicted of a felony? If yes, please explain _____

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 sex, handicap, race, creed, color, religion, national origin, age, marital or parental status in admissions, educational programs or activities, and employment as specified by state laws and regulations."

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. drivers 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.

In accordance with the Jeanne Clery Act, crime statistics for all campuses of Moberly Area Community College for the past three calendar years are available on the MACC web site at <http://www.macc.edu>. Click on "Security" and pick a location. *A hard copy of this report is available in the Security Office, AKJH - H12.*

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:

**Personnel Office
Moberly Area Community College
101 College Avenue
Moberly, MO 65270-1304**