

SOUTHWEST MISSISSIPPI COMMUNITY COLLEGE

Instructions: *Print clearly in black or blue ink. Answer all questions. Sign and date the form*

PERSONAL INFORMATION

First Name _____

Middle Name _____

Last Name _____

Social Security Number: _____

Street Address

City, State, Zip Code

Phone Number

(____) _____

Are you eligible to work in the United States?

Yes _____ No _____

If you are under the age 18, do you have an employment/age certificate?

Yes _____ No _____

POSITION/AVAILABILITY:

Position Applied For

Days/Hours Available

Sun Mon Tues Wed Th Fri Sat

Hours Available from _____ to _____

What date are you available to start work?

EDUCATION:

Name and Address of School

Major Degree/Diploma

Skills and Qualifications: Licenses, Skills, Training, Awards

EMPLOYMENT HISTORY:

Present or Last Position:

Employer: _____

Address: _____

Supervisor: _____

Phone: _____

Email: _____

Position Title: _____

From _____ To _____

Responsibilities: _____

Salary: _____

Reason For Leaving _____

Previous Position:

Employer: _____

Address: _____

Supervisor: _____

Phone: _____

Email: _____

Position Title: _____

From _____ To _____

Responsibilities: _____

Salary: _____

Reason For Leaving _____

Previous Position:

Employer: _____

Address: _____

Supervisor: _____

Phone: _____

Email: _____

Position Title: _____

From _____ To _____

Responsibilities: _____

Salary: _____

Reason For Leaving _____

May We Contact Your Present Employer?

Yes _____ No _____

References:

Name/Title	Address	Phone	Occupation
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Employment at Southwest Mississippi Community College is "at will" and terminable "at will" by the College or employee with or without cause. Any oral or written statements or promises to the contrary, other than contracts issued by the Board of Trustees of Southwest Mississippi Community College, are not binding upon the College. Should any such statement be made suggesting that employment at this College is other than "at will", the employee should contact the Department of Human Resources for confirmation.

Signature _____

Date _____

Southwest Mississippi Community College does not discriminate on the basis of race, color, national origin, age, sex, religion, or disability in its programs, activities or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies: Mrs. Rhonda Gibson, Director of Disability Support Services, 601-276-3885; Dr. Brent Gregory, Vice President for Student Affairs and Title IX Coordinator, 601-276-3717; SMCC, 1156 College Drive, Summit, MS 39666.