

**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**

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**Days/Hours Available**

Sun      Mon      Tues      Wed      Th      Fri      Sat

Hours Available from \_\_\_\_\_ to \_\_\_\_\_

**What date are you available to start work?**

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**EDUCATION:**

**Name and Address of School**

**Major Degree/Diploma**

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**Skills and Qualifications: Licenses, Skills, Training, Awards**

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**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; Blake Brewer, Vice President for Student Affairs and Title IX Coordinator, 601-276-3717; SMCC, 1156 College Drive, Summit, MS 39666.