



# NORTHWEST MISSISSIPPI COMMUNITY COLLEGE

## EMPLOYMENT APPLICATION

4975 Highway 51 North, Senatobia, MS 38668

NWCC IS AN EQUAL OPPORTUNITY EMPLOYER

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_

Street Address \_\_\_\_\_

Address Line 2 \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Social Security Number \_\_\_\_\_ E-mail \_\_\_\_\_

Home Telephone \_\_\_\_\_ Cell/Other Telephone \_\_\_\_\_

Position Desired \_\_\_\_\_ Full or part time \_\_\_\_\_ Pay expected \_\_\_\_\_

Are you legally eligible for employment in US? \_\_\_\_\_ Date available to begin work \_\_\_\_\_

When is it convenient for you to visit Northwest? \_\_\_\_\_ Will you work additional hours if asked? \_\_\_\_\_

Have you ever been convicted of a crime other than a minor traffic violation? \_\_\_\_\_

If yes, please explain \_\_\_\_\_

Give former names that may appear on transcripts. \_\_\_\_\_

### APPLICANT'S STATEMENT.

I understand that NWCC is an "employment at will" employer, in that I or the employer may terminate my employment at any time. I understand that this application is not a contract of employment. I understand that federal law prohibits the employment of unauthorized aliens; all persons hired must submit satisfactory proof of employment authorization and identity; failure to submit such proof will result in denial of employment.

I understand the employer will thoroughly investigate my work and personal history and verify all data given on this application, on related papers, and in interviews. I authorize all individuals, schools, and firms named herein, except my current employer if so noted, to provide any information requested about me, and I release them from all liability for damage in providing this information.

**Your signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Please SIGN and return this form, with the requested transcripts and other information to:  
Northwest Mississippi Community College, PO Box 7038, 4975 Hwy 51N, Senatobia, MS 38668  
DO NOT EMAIL THIS APPLICATION FORM TO US. WE REQUIRE A SIGNED ORIGINAL DOCUMENT.**

# EMPLOYMENT

Please give accurate, complete full-time and part-time employment record. **Start with your present or most recent employer.**

## 1. Name of School or Firm

\_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Employed from \_\_\_\_\_ Employed to \_\_\_\_\_

Job Title \_\_\_\_\_ Name of Supervisor \_\_\_\_\_

Describe Work \_\_\_\_\_

\_\_\_\_\_

## 2. Name of School or Firm

\_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Employed from \_\_\_\_\_ Employed to \_\_\_\_\_

Job Title \_\_\_\_\_ Name of Supervisor \_\_\_\_\_

Describe Work \_\_\_\_\_

\_\_\_\_\_

## 3. Name of School or Firm

\_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Employed from \_\_\_\_\_ Employed to \_\_\_\_\_

Job Title \_\_\_\_\_ Name of Supervisor \_\_\_\_\_

Describe Work \_\_\_\_\_

\_\_\_\_\_

## 4. Name of School or Firm

\_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Employed from \_\_\_\_\_ Employed to \_\_\_\_\_

Job Title \_\_\_\_\_ Name of Supervisor \_\_\_\_\_

Describe Work \_\_\_\_\_

\_\_\_\_\_

We may contact the employers listed above unless you indicate those you do not want us to contact.

**Do not contact** employer number \_\_\_\_\_ Reason \_\_\_\_\_

# ACADEMIC AND PROFESSIONAL DATA

## High School

Location - City & State

Diploma, Degree, Credits or Semester Hours Earned

Date Attended - From

Date attended - to

Major

Semester Hours

## College/University

Location - City & State

Diploma, Degree, Credits or Semester Hours Earned

Date Attended - From

Date attended - to

Major

Semester Hours

## College/University

Location - City & State

Diploma, Degree, Credits or Semester Hours Earned

Date Attended - From

Date attended - to

Major

Semester Hours

## Other academic

## PLACEMENT DATA

Specify position for which you are applying:

List your qualifications for this position:

# GENERAL INFORMATION

**Would you be interested in sponsoring an extra-curricular activity?** \_\_\_\_\_

If so, state your area of interest: \_\_\_\_\_

**If you have any special talent in any field (i.e. music, drama, research, athletics, photography, art please indicate.**

Special Talent \_\_\_\_\_

**What memberships and/or positions do you hold in state/local and national professional educational organizations?**

Memberships \_\_\_\_\_

**What professional publications do you subscribe to and/or read regularly?**

Publications \_\_\_\_\_

**Please state your educational philosophy.**

Ed. Philosophy \_\_\_\_\_

**Please indicate the total number of years teaching experience.**

High School- Public \_\_\_\_\_ High school- Private \_\_\_\_\_

Elementary School- Public \_\_\_\_\_ Elementary School- Private \_\_\_\_\_

College \_\_\_\_\_ University \_\_\_\_\_

Please give any additional clarification needed on the above information.

Clarification \_\_\_\_\_

**Are you under contract to any school for the coming academic year?** \_\_\_\_\_

If yes, give the name of the school and Contract status \_\_\_\_\_

**Notes.**

- 1. Applications will be discarded after 3 years.
- 2. This information is voluntary and will be kept confidential. Northwest Mississippi Community College complies with all applicable laws regarding equal opportunity in all its activities and programs and does not discriminate against anyone protected by law because of age, color, national origin, race, religion, sex, disability, veteran or other status.
- 3. Applicants must provide Northwest with official transcripts from all colleges and universities attended.
- 4. **Please SIGN and return this form, with the requested transcripts and other information to: Northwest Mississippi Community College, PO Box 7038, 4975 Hwy 51N, Senatobia, MS 38668**  
**DO NOT EMAIL THIS APPLICATION FORM TO US. WE REQUIRE A SIGNED ORIGINAL DOCUMENT.**