



Employment Application

Date of Application:

Name:
 Address:
 City/State:
 Zip/Postal Code:
 Last 4 digits of your SS Number:

Home Phone:
 Cell Phone:

Email Address:
 Position Applying for:
 Salary Desired:
 Date available to begin work?:

Brunswick Community College
 PO Box 30
 Supply, NC 28462
 Phone: 910-755-7391
 Fax: 910-754-8229
 www.brunswickcc.edu

Are you a previous employee of or retired from the State of North Carolina?

Yes No

If yes, dates employed/ date retired?

Are you related by blood to any person(s) currently employed with BCC?

Yes No

If yes, give name, relationship and position

Education

Type of School	Name of School and Complete Mailing Address	Date Completed	Major or Degree
High School			N/A
College/University			
Graduate or Prof.			
Doctorate			
Other			

License(s) and other certification(s) (List, giving dates and sources of issuance)

HAVE YOU EVER BEEN CONVICTED OF AN OFFENSE AGAINST THE LAW OTHER THAN A MINOR TRAFFIC VIOLATION? yes no

A conviction does not mean you cannot be hired. The offense and how recently you were convicted will be evaluated in relation to the job for which you are applying.

If yes, please explain (use additional sheet if necessary):

Computer Skills (Please indicate the appropriate user skill level for each software package)

Software	Expert User	Intermediate User	Beginner User	Never Used
Microsoft WORD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft EXCEL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft ACCESS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft POWERPOINT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: (including Student Information Systems)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Previous Employment (list most recent)

1.

Name of Employer:

Name of last supervisor:

Dates of employment:

From:

To:

Full-time

Part-time

Salary:

Beginning:

Last:

Complete Address:

Phone #:

Last job title:

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

May we contact your employer: yes no

2.

Name of Employer:

Name of last supervisor:

Dates of employment:

From:

To:

Full-Time

Part-time

Salary:

Beginning:

Last:

Complete Address:

Phone #:

Last job title:

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

May we contact your employer: yes no

3.

Name of Employer:

Name of last supervisor:

Dates of employment:

From:

To:

Full-time

Part-time

Salary:

Beginning:

Last:

Complete Address:

Phone #:

Last job title:

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

May we contact your employer: yes no

Skills:

Typing:

Computer:

PC

Mac

Both

Applications (list all that apply):

Other Skills:

Please list 2 references other than relatives and previous employers

Name		
Position		
Company		
Telephone		

Use this space to add any additional information necessary to describe your full qualifications for the position which you are applying:

Brunswick Community College - Application Requirements

Your "Application for Employment packet" can be officially considered only after you have completed and submitted the original documents; **Brunswick Community College application for employment, cover letter, resume/vitae and original transcripts**. You will have **30 days** to produce your original transcripts upon hire. If you are unable to produce your transcripts, your BCC employment offers or agreements will be considered null and void.

If your application packet is not complete, it will not be considered. We would like to keep you continuously advised about the status of your application; however, this is not possible due to the volume of applications received. We will contact you if you are selected for an interview. All such selections are based upon job-related factors, such as education, professional experience and abilities required by the specific available position opening.

BCC Employment Application Acknowledgement Waiver:

I have completed the attached Brunswick Community College application for employment along with the attached cover letter and resume/vitae. I also understand that I will have **30 days** to produce my original college/university transcripts upon hire. If I am unable to do so, my BCC employment offer or agreement will be considered null and void. By signing this document, I hereby certify that all statements on this application are true to the best of my knowledge and belief. If employed, I understand that falsifying this record may be considered cause for termination.

Print Name **Date**

Signature **Date**

I consent to Brunswick Community College, its employees, or its assigns to use my photograph, name, and/or likeness to publicize the College and its programs. I release it from any further claims due to the above stated use.

Signature **Date**

Equal Opportunity Employer/IPEDS Report Data Collection Form

Brunswick Community College is an Equal Opportunity Employer. The Federal Government requires us to collect and be able to produce data pertaining to each applicant's sex, ethnic background, veteran status, and citizenship, as well as any handicap. Please complete the following Applicant/Log information, which will be **removed** from the application and will not be forwarded to any employing department. In keeping with our status as an Equal Opportunity Employer, this information will not be used in making any decision affecting employment or any personnel action following employment.

Name: (Print or Type as shown on your Social Security Card)

First Middle Last

Social Security Number

Date of Birth

Gender:

Female

Male

Ethnic Background:

(Please place a check mark in box, which applies to your situation.)

1. White (not Hispanic): Origins in Europe North Africa, or the Middle East
2. Black (not Hispanic): Origins in any of the Black racial groups.
3. American Indian or Alaskan Native: Origins in the Original Peoples of North America
4. Asian or Pacific Islanders: Origins in the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands.
5. Hispanic: Mexican, Puerto Rican, Cuban, central or South American, or other Spanish culture or origin, regardless of race.
6. Other

Veterans:

(Please place a check mark in box, which applies to your situation.)

V - Vietnam Era Veteran (8-5-64 to 5-7-75)

A person (1) who (i) served on active duty for a period of more than 180 days, any which occurred during the Vietnam era, and was discharged or released there from with other than a dishonorable discharge, or (ii) was discharged or released from active duty for a service related disability if any part of such active duty was performed during the Vietnam era and 92) who was so discharged or released within 48 months preceding his application for employment covered under the Act.

D - Disabled Veteran

A person entitled to disability compensation under laws administered by the Veterans Administration for a disability rated at 30 percent or more, or a person whose discharge or released from active duty was for a disability incurred or aggravated in the line of duty.

B- Disabled Vietnam Era Veteran (8-5-64 to 5-7-75)

Both of the above

Citizenship:

(Please place a check mark in box which applies to your situation.)

C - U.S. Citizen

R - Resident Foreign national, an alien who has been admitted for permanent residence. (Must have Alien Registration Card, Form 1-151).

N - Non-resident Foreign national, an alien admitted temporarily for specific purposes and periods of time.