



Personnel Services
 P.O. Box 1420
 Lumberton, NC 28359
 Phone: 910.272.3531
 Fax: 910.272.3546

APPLICATION FOR EMPLOYMENT

NOTICE TO APPLICANT: Please answer all questions in each section of the application. "See resume" is not acceptable. **Resumes will not be accepted in lieu of an RCC application.** Copies of *unofficial* transcripts must be submitted with the application; **otherwise, your application will be considered incomplete and will not be considered for employment.** A resume must be submitted for all clerical, professional, and academic positions.

I. POSITION(S) APPLIED FOR Applicants may apply for a maximum of three positions on the same application. To apply for additional positions, please submit a separate application.

DATE: _____

POSITION(S): _____

Full-time

Part-time

II. PERSONAL DATA

NAME:	Last	First	Middle	
ADDRESS:	Street	City	State	Zip Code
CONTACT INFO:	Home Phone	Business Phone	Mobile	Email

Are you at least 18 years of age? _____

Have you ever been employed by RCC? _____

If yes, please state position held and dates of employment: _____

Please list names and relationships of any family members currently employed or associated with RCC: (This includes members serving on the Board of Trustees.)

III. EDUCATIONAL EXPERIENCE Please submit unofficial transcripts from each university/college/school attended. **If hired, official transcripts must be received in the Personnel Services Office within thirty (30) days of offer of employment.**

**GRADUATE/
PROFESSIONAL
UNIVERSITY/
COLLEGE**

Name of Institution: _____

Degree Earned: _____

Major or Course of Study: _____

Conferred: _____

If incomplete, list hours: _____

**COLLEGE/
UNIVERSITY**

Name of Institution: _____

Degree Earned: _____

Major or Course of Study: _____

Conferred: _____

If incomplete, list hours: _____

**TECHNICAL/
VOCATIONAL
SCHOOL OR
COMMUNITY
COLLEGE**

Name of Institution: _____

Degree Earned: _____

Major or Course of Study: _____

Conferred: _____

If no, list hours completed: _____

HIGH SCHOOL

Name of School: _____

Type of Diploma Awarded: _____

If you did not graduate, list highest grade level completed: _____

**CONTINUING ED
COURSES/ADDIT
IONAL
CERTIFICATIONS**

Course _____

Course _____

Course _____

Licensure/Certification _____

Licensure/Certification _____

Licensure/Certification _____

Licensure/Certification _____

Licensure/Certification _____

Licensure/Certification _____

Licensure/Certification _____

IV. EMPLOYMENT EXPERIENCE Please list all previous employment, as it is a determining factor in RCC's Salary Plan. Failure to provide dates, salary, and FT/PT status will impact salary calculation. Please make copies of this page should you need additional room for your employment history. **Begin by listing present or most recent employer.**

Employer

Employer's Address (Street, City, Zip)

Telephone

Supervisor

Annual Salary

Dates of Employment

until

Position

Part-time/Full-Time

Hours per week if part-time

Duties

I hereby authorize RCC or its representative to contact my present employer. YES NO

Employer

Employer's Address (Street, City, Zip)

Telephone

Supervisor

Annual Salary

Dates of Employment

until

Position

Part-time/Full-Time

Hours per week if part-time

Duties

I hereby authorize RCC or its representative to contact my present employer. YES NO

Employer

Employer's Address (Street, City, Zip)

Telephone

Supervisor

Annual Salary

Dates of Employment

until

Position

Part-time/Full-Time

Hours per week if part-time

Duties

I hereby authorize RCC or its representative to contact my present employer. YES NO

V. REFERENCES Please provide as much information as possible about each of your **required** five (5) references. Applications without five references will not be considered as complete. Furthermore, the inability to contact your references may hinder the employment process.

Name: _____ **Title:** _____

Organization Affiliation: _____

Mobile Phone: _____ **Home Phone:** _____ **Business Phone:** _____

Home Address: _____

Relationship: _____

Name: _____ **Title:** _____

Organization Affiliation: _____

Mobile Phone: _____ **Home Phone:** _____ **Business Phone:** _____

Home Address: _____

Relationship: _____

Name: _____ **Title:** _____

Organization Affiliation: _____

Mobile Phone: _____ **Home Phone:** _____ **Business Phone:** _____

Home Address: _____

Relationship: _____

Name: _____ **Title:** _____

Organization Affiliation: _____

Mobile Phone: _____ **Home Phone:** _____ **Business Phone:** _____

Home Address: _____

Relationship: _____

Name: _____ **Title:** _____

Organization Affiliation: _____

Mobile Phone: _____ **Home Phone:** _____ **Business Phone:** _____

Home Address: _____

Relationship: _____

VI. PROFESSIONAL STATEMENT Please indicate why you are interested in the position for which you are applying and why you feel you are the most qualified candidate for the position.

VII. AUTHORIZATION AND CERTIFICATION

I certify that the facts submitted in this application are true and complete to the best of my knowledge. I understand that any false statements on the application may disqualify me from consideration for employment or may be grounds for dismissal if currently employed. Employment is contingent upon a satisfactory background investigation of any or all of the following consumer reports: criminal, motor vehicle, credit and reference checks, in addition to a personality profile and/or drug test. If selected to interview for any of the positions for which I am applying, I understand that RCC may record all interviews for quality control purposes and by signing this application, I consent to have said interview(s) recorded.

Signature

Date



EQUAL EMPLOYMENT OPPORTUNITY INFORMATION

Robeson Community College prohibits discrimination based on race, religion, color, sex, age, national origin, disability, military status, or any other characteristic protected by applicable federal or state law in all employment processes. The information requested below will in no way affect the hiring decision. Its sole purpose is for statistical data and record-keeping requirements, as required by local, State and federal regulations. Furthermore, this page of the application is removed by Personnel Services prior to the review of applications.

GENERAL INFORMATION

Name _____

Date of Birth _____ Sex Female Male Marital Status Married Divorced Single Widowed

Ethnicity Hispanic Non-Hispanic Race American/Alaska Native Asian Black or African American Hawaiian/Pacific Islander White Citizenship Status US citizen Naturalized citizen VISA status Other

VETERAN'S PREFERENCE STATUS

RCC grants preference in hiring to all eligible veterans and certain family members. In order to receive preference, you must meet one of the following criteria and you must attach a copy of DD Form 214.

Are you a veteran who served on active duty in any branch of the Armed Forces during a period of war and who received an honorable discharge? _____

Are you the surviving spouse or dependent of a deceased veteran who was fatally injured while on active duty? _____

Are you the spouse of a disabled veteran? _____

OTHER INFORMATION

Do you have a qualifying disability, which you would like to report? _____

Disability: _____

If you are required to do so, have you registered with Selective Service? _____

RCC screens all prospective employees' criminal records prior to employment. Have you ever been convicted of a crime? (A conviction does not necessarily disqualify you from employment.) _____

If yes, please explain. _____

How did you learn of the available position for which you are applying? (Please be specific.) _____