

APPLICATION FOR EMPLOYMENT

NOTICE TO APPLICANT: Please answer all questions in each section of the application. **Resumes or department/program specific applications will not be accepted in lieu of this official College application; however, departments/programs may have additional requirements.**

Robeson Community College publishes their Annual Security Report on October 1st of each year and the report can be located on the RCC Website (robeson.edu) under Safety/Security.

I. POSITION(S) Applicants may apply for a maximum of three positions on the same application. To apply for additional positions, please submit a separate application. Please list the program in which you are participating, i.e. work-study, tutorial services, NSF internship.

DATE:

COLLEGE WORK PROGRAM:

POSITIONS:

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?

If you answer no, please attach a valid Youth Work Certificate.

ARE YOU CURRENTLY ENROLLED AT RCC?

WHAT IS YOUR MAJOR?

III. 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 falsification of this document may be grounds for termination of my participation in any of RCC's employment programs.

 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

Citizenship: US Citizen Naturalized Citizen VISA Status

Race: Asian American Alaska Native

Ethnicity: Non-Hispanic or African American Hawaiian/Pacific Islander 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? _____

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

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.) _____

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 affect salary calculation. Please make copies of this page should you need additional room for your employment history. **Begin by listing your present 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 previous 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 previous employer. **YES** **NO**

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:

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.



EMPLOYEE/STUDENTWORKER CONFIDENTIALITY AGREEMENT TO COMPLY WITH FERPA

Department heads are responsible for establishing security measures appropriate to their departments and for maintaining signed Confidentiality Statements on file for the duration of their student-worker's employment and for up to one year following their departures from the Department or RCC. Specific questions regarding FERPA should be directed to the Assistant Vice President for Student Services.

The full policy regarding the privacy and disclosure of student records can be found in the Student Handbook under Educational Records. The information below has been written for brevity and the understanding of typical situations.

What is FERPA? An abbreviation for Family Educational Rights and Privacy Act of 1974, (sometimes referred to as the Buckley Amendment), FERPA grants specific rights to adult students concerning their educational records. Maintaining confidentiality of student records is everyone's responsibility and is required by law to protect the best interests of our student population.

What is directory information? Directory information is identified in three categories and may be released for any purpose at the discretion of RCC: **Category I**-Name, address, telephone number, dates of attendance, class. **Category II**-Previous institution(s) attended, major field of study, awards, honors (includes Honor's and President's Lists), degree(s) conferred (including dates). **Category III**-Past and present participation in officially recognized sports and activities, date and place of birth.

Students have the right to withhold the disclosure of one or more categories of information by completing a request for non-disclosure in the Records and Registration Office. Requests for non-disclosure must be filed annually.

What is "legitimate education interest"? Information in student records is available only to officials who have legitimate education interest and to those who need to fulfill their professional responsibilities. Authorized persons are:

- Officials or faculty of the College who have a legitimate educational interest
- Officials of other schools where the student seeks to enroll
- Certain federal and state educational authorities
- Financial aid personnel in conjunction with an application for financial assistance
- Parents or legal guardians of dependent students for tax purposes
- Appropriate individuals in connection with an emergency if knowledge is necessary to protect the health or safety of the student or others
- An outside contractor who is a party acting for the institution and is performing a service that the institution would otherwise have to perform
- Individuals requesting information for deceased students

What is an educational record? RCC wishes to comply with FERPA regulations fully and has been legislated to protect the privacy of educational records. An educational record is an official and confidential document and includes all records related to a student and maintained by the College in any media (electronic, paper, film, etc.)

Any information provided by a student to the College for use in the educational process is considered a student educational record.

Educational records may be:

- Schedules
- Personal information (beyond directory information)
- Enrollment records



Employee Contact Information

Employee Name: _____

Preferred Name: _____

Mailing Address: _____

City, State, Zip: _____

Preferred Phone # _____

Emergency Contact _____

Phone # _____

Spouse _____



Internet and Computer Network Acceptable Use Policy

Robeson Community College provides campus network and computing facilities including Internet access for the use of faculty, staff, students, and other authorized individuals in support of the research, educational, and administrative purposes of the College.

The College has extensive information technology resources and systems available for both instruction and administrative applications. Faculty, staff, and students are encouraged to become familiar with College technology resources and systems and to use them on a regular basis.

Users are expected to exercise responsible, ethical behavior when using these resources and to adhere to the following guidelines:

- Users may not create, display, transmit, or make accessible threatening, racist, sexist, obscene, offensive, annoying, or harassing language and/or material, such as broadcasting unsolicited messages or sending unwanted mail.
- Use of campus computer resources for commercial gain or profit is not allowed.
- The Internet and associated resources contain a wide variety of material. Information available on the Internet is not generated or selected by Robeson Community College.
- Therefore, the College is not responsible for the accuracy or quality of the information obtained through or stored on the campus network.
- Users are responsible for complying with laws protecting software or other accessed information. Downloading programs and files may violate United States copyright laws that protect information and software. Although the Internet provides easy access to software distributed by companies on a trial basis, this does not mean that the software is free or that it may be distributed freely. All files downloaded from a source external to the campus must be scanned for viruses.
- Computer users must not deliberately attempt to modify or degrade the performance of college-owned systems. The college computer systems must not be used to intercept data, monitor user accounts, gain unauthorized access, or for any purpose that violates federal, state or local regulations. Individuals are not allowed to engage in activities to damage or disrupt hardware or communication, such as creating and propagating viruses, wasting system resources, and overloading computers with excessive data.
- Security refers to the protection of all equipment resources from any kind of damage and the protection of data from (1) disclosure to any unauthorized person, (2) unauthorized modification, or (3) destruction. While disclosure or damage may occur accidentally or intentionally, the results are the same. The security system implemented in these procedures will, if used properly, prevent the previously mentioned occurrences from happening.

- Basic access to the College's administrative computer system is controlled through User ID and password protection. Each faculty and staff member has a User ID that must not be shared. The College reserves the right to authorize Computer Services personnel to override user accounts and computer systems if sufficient evidence of inappropriate usage exists.
- Users should not leave their computer systems unattended. If a user must leave the immediate area of his/her workstation for an extended period of time, he/she should log off the system. Sensitive information should not be left unattended or sent to printers that are located in areas open to the public.
- Physical access to main academic and administrative systems must be carefully protected.
- Freedom of expression is a constitutional right afforded to individuals. However, computer users are held accountable for their actions and will respect the rights of individuals who may be offended by the services and images retrieved on the Internet.
- The College will implement appropriate measures to provide security, operability and integrity to the College's network including e-mail, Internet, and other related resources. The College will not guarantee that electronic media stored on microcomputers and transmitted on the network will remain confidential and secure. Additionally, computer related files and data created or stored on College computer systems are considered open records and are subject to discovery and subpoena during disciplinary and legal actions. The College reserves the right to view, monitor, and disclose the contents of e-mail and data created, transmitted, received, and stored on College owned microcomputers in the following circumstances:
 - Investigations that reveal evidence of misconduct and misuse of computing resources.
 - Protection of the general welfare of the college employees and students.
 - Interferences with the mission of the college.
 - Illegal activity that violates federal, state, or local regulations.

Penalties for violators of the computer usage policies and procedures previously stated may include one or more of the following penalties; warning, temporary or permanent suspension of computer access privileges, or dismissal from the College. The College reserves the right to notify appropriate law enforcement agencies of alleged violations of local, state, and/or federal regulations/laws.

Violations of this policy by faculty/staff will be reported to the person's immediate supervisor for appropriate action. Violations by students in curriculum programs will be reported to the appropriate Assistant Vice President for Educational Services. If warranted by the violation students may be referred to the Assistant Vice President for Student Services for further action.

Violations by students in Continuing Education programs will be referred to the area supervisor for appropriate action.

I have read and understand Robeson Community College's Internet and Computer Network Acceptable Use Policy.

Signature: _____ **Date:** _____



Employee Name: _____

Social Security #: _____

Bank Routing#: _____

Bank Account#: _____

Secondary bank account# (if needed): _____

(Attach voided check)

I, _____, give authorization to Robeson Community College Payroll Department to directly deposit my payroll check in the account(s) for which I have furnished a voided check or deposit slip and dollar amounts for each account.

Signature

Date

Please notify HR/Payroll as soon as possible of any account/banking changes. If the transmission of direct deposit of pay indicates that your account has been closed, the College may not advance you pay. The College must wait to receive a refund from the financial institution before you may receive payment for the affected month.

Return this completed form by 5:00pm on the 3rd business day of the month in which it is to be effective. For the first month after the effective date you will receive a paper check. For the second month, and thereafter, your pay will be direct deposited as indicated above.