



# Muskegon Community College

221 S. Quarterline Road • Muskegon, MI 49442

## PROFESSIONAL EMPLOYMENT APPLICATION

### INSTRUCTIONS TO APPLICANT:

Date \_\_\_\_\_

1. Please print all information.
2. Please accurately complete this Application for Employment. Incomplete applications will not be considered.

NAME: Last

PERSONAL INFORMATION			
Name: _____			
Last	First	Middle	
Home or Mailing Address: _____			
City, State, Zip Code: _____			
Primary Phone #: _____	<input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work	Alternate Phone: _____	<input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work
Best Time to Contact: _____		Email Address: _____	
Are you legally eligible for employment in the United States? <input type="checkbox"/> YES <input type="checkbox"/> NO (Proof of U.S. Citizenship or immigration status will be required upon employment.)			

JOB INTEREST
Position Desired (Be Specific): _____
Instructional Applicants: Please list subject(s) you are qualified to teach in order of preference: _____
Type of Employment Desired: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Daytime <input type="checkbox"/> Evening <input type="checkbox"/> Weekend
Date Available to Begin Work: _____
Have you ever applied to this employer before? <input type="checkbox"/> YES <input type="checkbox"/> NO
If so, when? _____

EDUCATION							
College or University	Degree	Date Granted	Total Credit Hours		Major & Number of Credit Hours	Minor & Number of Credit Hours	
			Terms	Sem.			
Business or Trade School	Subject		Degree, Diploma or Certificate			Date Granted	

Special Training or Skills: (Occupational Licenses, Certificates, Apprenticeships)

\_\_\_\_\_

\_\_\_\_\_

**Copies of all supporting credentials, e.g., transcripts, required licensing or certification must accompany the Application for Professional Employment.**

**Incomplete applications or those without copies of credentials will not be considered further.**

Finalists will be required to present official transcripts for all graduate and undergraduate credits.

First

## EMPLOYMENT HISTORY

List below all present and past employment beginning with your most recent. Account for the last 10 years, if applicable, including periods of unemployment and military service. If additional space is needed, please attach a second sheet. **All sections *must* be completed even if resume is attached.**

PRESENT EMPLOYER	<b>Name and Address of Employer</b>	<b>From</b>		<b>To</b>
		Month	Year	Month Year
	Telephone and Area Code:	# of Hours Worked per Week:		
	Supervisor _____ Supervisor's Title: _____	Salary: Start: _____ End: _____		
	Your Position Title: _____	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time		
	Description of Your Duties: _____			
	Reason for Leaving: _____			

LAST EMPLOYER	<b>Name and Address of Employer</b>	<b>From</b>		<b>To</b>
		Month	Year	Month Year
	Telephone and Area Code:	# of Hours Worked per Week:		
	Supervisor _____ Supervisor's Title: _____	Salary: Start: _____ End: _____		
	Your Position Title: _____	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time		
	Description of Your Duties: _____			
	Reason for Leaving: _____			

NEXT PREVIOUS	<b>Name and Address of Employer</b>	<b>From</b>		<b>To</b>
		Month	Year	Month Year
	Telephone and Area Code:	# of Hours Worked per Week:		
	Supervisor _____ Supervisor's Title: _____	Salary: Start: _____ End: _____		
	Your Position Title: _____	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time		
	Description of Your Duties: _____			
	Reason for Leaving: _____			

NEXT PREVIOUS	<b>Name and Address of Employer</b>	<b>From</b>		<b>To</b>
		Month	Year	Month Year
	Telephone and Area Code:	# of Hours Worked per Week:		
	Supervisor _____ Supervisor's Title: _____	Salary: Start: _____ End: _____		
	Your Position Title: _____	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time		
	Description of Your Duties: _____			
	Reason for Leaving: _____			

For instructional applicants, please include, on a separate sheet of paper, a detailed curriculum vitae detailing all courses taught, the institution where they were taught, and the specific semester that you taught.

We may contact the employers listed above unless you indicate below those you **do not** want us to contact. **DO NOT CONTACT:**

Employer: \_\_\_\_\_ Reason: \_\_\_\_\_

Employer: \_\_\_\_\_ Reason: \_\_\_\_\_

### ADDITIONAL INFORMATION

**CONTINUING PROFESSIONAL DEVELOPMENT/SPECIAL ACTIVITIES:** (i.e., Seminars, workshops, professional memberships, pertinent publications, community service activities:)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Have you ever been convicted of a felony? (A conviction will not necessarily disqualify you from employment.)

NO  YES (Explain below)

To learn something about your interests and attitudes that are not communicated through the usual employment data form, transcript and reference letters, we are asking you to respond to the following questions. There is no prescribed form on your response, but it is our intention to give you the freedom to indicate some of your interests.

**MUSKEGON COMMUNITY COLLEGE IS COMMITTED TO A COMPREHENSIVE EDUCATION PROGRAM WITH THE FOCUS ON THE STUDENTS AS CENTRAL TO THE PROCESS OF LEARNING.**

1. Are the purposes of the public comprehensive community/junior college consistent with your own values, attitudes and interests?  
\_\_\_\_\_
2. What is your evaluation of yourself and what qualities do you possess that might indicate that you are committed to the student-centered philosophy of the College?  
\_\_\_\_\_
3. What contributions have you made to the educational profession during the past five years?  
\_\_\_\_\_
4. What instructional/administrative methods have been most effective for you in your career?  
\_\_\_\_\_
5. What is unique about your teacher-student/staff communication?  
\_\_\_\_\_
6. What evidence do you have to indicate that you have helped the students in their learning process?  
\_\_\_\_\_
7. How would you evaluate yourself in light of the responsibilities of the position you are seeking at Muskegon Community College?  
\_\_\_\_\_

These questions are only suggestions and should not limit you in your response. We would ask that you respond as fully as necessary to give us an idea of your educational philosophy and commitment. You may use additional paper.

**REFERENCES**

1. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Business/School: \_\_\_\_\_  
Phone: (    ) \_\_\_\_\_ Position: \_\_\_\_\_
2. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Business/School: \_\_\_\_\_  
Phone: (    ) \_\_\_\_\_ Position: \_\_\_\_\_
3. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Business/School: \_\_\_\_\_  
Phone: (    ) \_\_\_\_\_ Position: \_\_\_\_\_

**EEO/ADA**

**Muskegon Community College is an equal opportunity institution and does not discriminate on the basis of race, color, religion, sex, national origin, marital status, sexual orientation, political persuasion, disability, height, weight, or age in any of its educational programs, activities, and employment. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Diana R. Osborn, Vice President of Administrative Services, Muskegon Community College, 221 S. Quarterline Road, Muskegon, Michigan 49442, (231) 777-0350.**

In consideration of my employment, I agree to comply with all rules and regulations as set forth in the Board of Trustees' Policy Manual, Personnel Policy Manual, and any applicable Master Agreement. I understand that upon employment I may be required to take a physical examination (by a doctor selected by the College) to which I hereby consent.

I authorize investigation of all statements contained herein and the references or employers listed on the previous pages to give you any and all information concerning my previous employment and pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing the same to you.

I certify that all statements made by me on this application are true, complete and correct to the best of my knowledge and belief. I understand that false statements herein are sufficient grounds for rejection of this application or termination of employment. I hereby acknowledge that I have read the above statement and understand same.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE OF HUMAN RESOURCES USE ONLY**
