

COMPLETE EMPLOYMENT HISTORY

In the space furnished below give a record of every employment experience (including periods of military service) and every period of employment. Start with your present job and work backward. An additional sheet may be added, if necessary.

PRESENT EMPLOYER	Name and Address of Employer	From	To
		Month Year	Month Year
		# of Hours Worked per Week:	
	Supervisor _____ Telephone and Area Code: _____	Weekly Pay:: Start: _____ Last: _____	
	Position Title: _____	oFull-Time oPart-Time Hours/Week: _____	
	Description of Your Duties:		
	Reason for Leaving:		

LAST EMPLOYER	Name and Address of Employer	From	To
		Month Year	Month Year
		# of Hours Worked per Week:	
	Supervisor _____ Telephone and Area Code: _____	Weekly Pay:: Start: _____ Last: _____	
	Position Title: _____	oFull-Time oPart-Time Hours/Week: _____	
	Description of Your Duties:		
	Reason for Leaving:		

NEXT PREVIOUS	Name and Address of Employer	From	To
		Month Year	Month Year
		# of Hours Worked per Week:	
	Supervisor _____ Telephone and Area Code: _____	Weekly Pay:: Start: _____ Last: _____	
	Position Title: _____	oFull-Time oPart-Time Hours/Week: _____	
	Description of Your Duties:		
	Reason for Leaving:		

NEXT PREVIOUS	Name and Address of Employer	From	To
		Month Year	Month Year
		# of Hours Worked per Week:	
	Supervisor _____ Telephone and Area Code: _____	Weekly Pay:: Start: _____ Last: _____	
	Position Title: _____	oFull-Time oPart-Time Hours/Week: _____	
	Description of Your Duties:		
	Reason for Leaving:		

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

Employer: _____ Reason: _____

Employer: _____ Reason: _____

Employer: _____ Reason: _____

REFERENCES

1. Name: _____

Address: _____

Phone: () _____

Position: _____

2. Name: _____

Address: _____

Phone: () _____

Position: _____

3. Name: _____

Address: _____

Phone: () _____

Position: _____

MEMBERSHIP IN ORGANIZATIONS (Trade, Professional, Business or Civic) (Exclude those which may disclose your race, color, religion or national origin)

Have you ever been convicted of a felony or is a felony charge presently pending against you?

oNO oYES (Explain below) (A conviction will not necessarily disqualify you from employment.)

Use the space below to enter any information which you feel would be useful or would aid in developing your fitness for the position for which application is being made. You may wish to include volunteer or other work experience, informal training, self-study or hobbies.

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, Dean of Administrative Services, 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 grounds for rejection of this application or termination of employment. I hereby acknowledge that I have read the above statement and understand same.

Applicant Signature: _____ Date: _____

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