

Gloucester County College

EMPLOYMENT APPLICATION



YOUR INTEREST IN EMPLOYMENT AT GLOUCESTER COUNTY COLLEGE IS APPRECIATED AND WE THANK YOU FOR YOUR TIME AND EFFORT IN APPLYING. ONLY CANDIDATES WHO COMPLETE AN APPLICATION WILL BE CONSIDERED FOR POSITIONS. PLEASE PRINT AND COMPLETE THIS FORM IN DETAIL. PLEASE BE SPECIFIC AND FILL IN ALL APPROPRIATE BLANKS EVEN IF YOU SUBMIT YOUR RESUME. ALL INFORMATION GIVEN WILL BE HELD IN STRICT CONFIDENCE.

Employment Application Procedure

1. Complete ALL APPLICABLE sections of the application.
2. Type or print in ink all requested information.
3. Sign and date the application.
4. Attach a resume.
5. Attach a copy of college transcripts (*upon request*).
6. Submit all materials to:

If mailing, send to:

**Human Resources
Gloucester County College
1400 Tanyard Road
Sewell, NJ 08080**

If faxing:

**856.464.0868
Human Resources
Gloucester County College**

Name: _____

Position applied for: _____

Job Advertising Code: _____

*The job advertising code is located at the bottom of the job advertisement.
It indicates the advertising medium where you found this job listed.*

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NAME:

LAST FIRST MIDDLE

ADDRESS:

STREET ADDRESS CITY STATE ZIP CODE

EMAIL ADDRESS: _____

HOME TELEPHONE: () - _____ BUSINESS TELEPHONE: () - _____

MAY WE CALL YOU DURING THE DAY? YES NO

Preferred Status: Full Time Part Time Temporary

Shift Preference: Day Evening Night

Salary Expected: _____ Date Available: _____

Referral Source: Self Advertisement GCC Employee Other

Is any member of your family employed by GCC? Yes No

Name: _____

Department: _____ Relationship: _____

Have you ever been employed by GCC? Yes No

If yes, supervisor's name: _____ Dates of employment: _____

Have you been convicted of a crime (except traffic violations)? Yes No
(Existence of a criminal record does not constitute an automatic bar to employment)

If yes, explain: _____

Are you a Citizen of the United States? Yes No

If no, are you legally eligible to work in the United States? Yes No

Military Service: Yes No Discharge Type: _____

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Educational Background

	Name and location of school	Current status	Course/Major area of study	Type of degree & date earned
High School		<input type="checkbox"/> <i>Graduated</i> <input type="checkbox"/> <i>Still Attending</i> <input type="checkbox"/> <i>Not Applicable</i>		
Community College(s)		<input type="checkbox"/> <i>Graduated</i> <input type="checkbox"/> <i>Still Attending</i> <input type="checkbox"/> <i>Not Applicable</i>		
* Undergraduate College(s)		<input type="checkbox"/> <i>Graduated</i> <input type="checkbox"/> <i>Still Attending</i> <input type="checkbox"/> <i>Not Applicable</i>		
* Graduate, Business, Trade or Professional		<input type="checkbox"/> <i>Graduated</i> <input type="checkbox"/> <i>Still Attending</i> <input type="checkbox"/> <i>Not Applicable</i>		
Other (explain if necessary)		<input type="checkbox"/> <i>Graduated</i> <input type="checkbox"/> <i>Still Attending</i> <input type="checkbox"/> <i>Not Applicable</i>		
* Regionally Accredited University or College				

Special Skills

Foreign Language(s) _____

Stenography _____ wpm

Typing Speed _____ wpm

Other _____

Technical/Office Equipment

Computer Skills Yes No

MS Office Yes No

Word Processing Yes No

Other _____

Employment (*List most recent first*) – additional information may be attached to application

Dates From		Organization Name and Address: _____
Month	Year	
		Position Title _____ Salary Start _____ End _____ Reason for Leaving _____ Supervisor Name _____
Dates To		
Month	Year	Position Title _____ Telephone Number _____ Duties Performed _____ _____ _____

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Dates From		Organization Name and Address: _____ Position Title _____ Salary Start _____ End _____ Reason for Leaving _____ Supervisor Name _____ Position Title _____ Telephone Number _____ Duties Performed _____ _____ _____
Month	Year	
Dates To		
Month	Year	

Dates From		Organization Name and Address: _____ Position Title _____ Salary Start _____ End _____ Reason for Leaving _____ Supervisor Name _____ Position Title _____ Telephone Number _____ Duties Performed _____ _____ _____
Month	Year	
Dates To		
Month	Year	

REFERENCES

Give names, addresses and telephone numbers of three (3) references who are not related to you and are not previous employers.

Name	Position	Phone No.	Address

TRANSCRIPTS OF COLLEGE WORK MUST BE ATTACHED TO COMPLETE THIS APPLICATION (upon request)

May we contact the employers and references indicated on this application? Yes No
 If not, please indicate which one(s) you do not want us to contact.

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Applicant Statement

1. I authorize reference and **criminal background checks (employment, criminal, motor vehicle, credit, academic etc...)** listed on my application and my former employers to give Gloucester County College any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from liability for any damage that may result in furnishing this information to you.
2. I understand that certain positions may require a pre-employment physical by the college physician. Physicals will only be conducted after an offer of employment has been made.
3. I understand and agree that any misrepresentation or omission of facts in my application will be justification for refusal or termination of employment.
4. I understand that all salary offers and offers of employment for full-time and part-time positions must be authorized by the Gloucester County College Board of Trustees before they become valid.
5. I understand that this employment application and any other documents or statements are not contracts of employment. I understand that any oral or written statements to the contrary are hereby expressly disavowed and neither I nor any prospective or existing employee should rely upon such statements.

Yes – I agree to the above five statements

By checking the YES box and by either typing or signing your signature below you are agreeing to the above statements.

GCC is an Equal Opportunity College

The Board of Trustees is committed to providing a work and academic environment that maintains and promotes affirmative action and equal opportunity in all categories of employment and education. The Board will continually attempt to carry out its responsibilities to provide all persons with equal access and fair treatment regardless of race, creed, color, national origin, ancestry, age, sex, affectional or sexual orientation, marital status, familial status, religion, liability for service in the Armed Forces of the United States, atypical heredity cellular or blood trait or any individual, nonapplicable disability or because of generic information or refusal to submit or make available the results of a genetic test. For questions concerning discrimination, call Executive Director, Affirmative Action EEO, Almarie J. Jones, at 856-415-2154. For disability issues, contact ADA/504 Officer, Dennis M. Cook, Office of Special Needs Services at 856-415-2265.

Signature of Applicant
(type or sign signature)

Date of Signature

