

Gloucester County College

FACULTY 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	Title or Degree	Major or Minor	Date earned
Community College(s)				
* Undergraduate College(s)				
* Graduate College(s)				
Other (explain if necessary)				
* Regionally Accredited University or College				

Special Skills

Foreign Language(s) _____

Technical Skills

Computer Skills Yes No

MS Office Yes No

Other _____

Teaching Experience

(In Chronological Order)

Inclusive Dates				Number of Years in Position	Full-Time or Part-Time	Status: Regular or Substitute	Type of School: Public or Private	Subject Taught	Level	Name of School or College	Location	
From		To									City	State
Month	Year	Month	Year									
Total Years of Experience												

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Non-Teaching Experience

(List other paid or non-paid experience pertinent to this application on a separate sheet of paper.)

Inclusive Dates				Type of Work	Full-Time or Part-Time	Name and Address of Employer
From		To				
Month	Year	Month	Year			

Professional Achievements

List such achievements as publications, papers presented at professional meetings, awards, scholarships, fellowships, foreign study, consultantships, exhibits, concerts, recitals, creative activities, etc. Also include participation in college-wide activities such as building program committees, academic affairs, student affairs, faculty senate, etc...

(Attach extra sheet if necessary.)

- | | |
|-------------------|-------------------|
| 1. _____
_____ | 2. _____
_____ |
| 3. _____
_____ | 4. _____
_____ |
| 5. _____
_____ | 6. _____
_____ |

Membership in professional and service organizations (exclude any organization which would indicate any of the following; race, creed, ancestry, national origin, religion, sex, marital status).

References

If you are presently teaching, include your Supervisor. Evidence of current teaching success is necessary, hourly teaching applicants may list personal references. Materials filed cannot be loaned or released.

Name	Position	Phone No.	Address

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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, 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, Diversity & Equity, 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

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Equal Employment Opportunity Data Form

All information requested below is completely voluntary. Refusal to provide information will not subject you to any adverse treatment.

The information provided will not be part of your application for employment and will not be available to any department considering you for employment. This information is requested for reporting purposes only.

NAME:

LAST

FIRST

MIDDLE

Indicate Type of Position(s) Desired:

- | | |
|-----------------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> Managerial/Administrative | <input type="checkbox"/> Secretarial/Clerical |
| <input type="checkbox"/> Professional Non-Faculty | <input type="checkbox"/> Skilled Crafts |
| <input type="checkbox"/> Technical/Paraprofessional | <input type="checkbox"/> Service |
| <input type="checkbox"/> Academic Faculty | <input type="checkbox"/> Other _____ |

Date of Form Completion _____

Gender: Male Female

Do you consider yourself to be Hispanic/Latino? Yes No

In addition, select on or more of the following racial categories to describe yourself:

- | | | |
|------------------------------------|------------------------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Asian | <input type="checkbox"/> American Indian or Alaskan Native | <input type="checkbox"/> Black/African American |
| <input type="checkbox"/> Caucasian | <input type="checkbox"/> Native Hawaiian/Pacific Islander | |

Definitions of Racial Ethnic Groups

The race/ethnic groups for State statistics and Federal reporting are defined as follows:

Native Hawaiian/Pacific Islander: (not Hispanic or Latino) A person having origin in any of the people of Hawaii Guam, Samoa, or the Pacific Islands.

American Indian or Alaskan Native: (not Hispanic or Latino) A person having origin in any of the peoples of North America and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian: (not Hispanic or Latino) A person having origin in any of the original peoples of the Far East, Southeast Asia, or in the Indian Subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malacia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black: (not Hispanic or Latino) A person having origin in any of the black racial groups of Africa.

Caucasian: (not Hispanic or Latino) A person having origin in any of the original peoples of Europe, North Africa or the Middle East.

How did you learn of the position opening? (check all that apply)

Newspaper

name: _____

Professional Journal

name: _____

Position Announcement

location: _____

Web Site

Gloucester County College web site

Other: http:// _____

Email group: _____

GCC Human Resources

Chronicle of Higher Education

Letter via The Data Bank

Acquaintance/Friend/Relative

Other