

CLARENDON COLLEGE

Employment Application for Classified Positions

Please type or complete in ink, printing clearly. Complete all sections even if enclosing resume.
Clarendon College is an equal employment/affirmative action employer.

Position that you are applying for:	Date of Application
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Personal Data

Last Name	First Name	Middle Name	Social Security Number
Present Address (Street)	(City, St Zip)		Phone ()
Permanent Address (Street)	(City, St Zip)		Phone ()
Are you related to any member of the Clarendon College Board of Regents or employee of Clarendon College? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please identify.			
Are you interested in: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time			If you were selected for a position, when could you start?

Educational and Professional Training

Highest Grade Completed (Circle One)	High School: 6 7 8 9 10 11 12	College: 1 2 3 4 5 6 7 8+
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Name of High School or College Attended	Location	Dates Attended		Diploma, Degree or Certificate	Major	Minor	GPA
		From	To				

Related Educational Information

Licenses, Certificates, and Registrations	Issuing State	Date Issued	Expiration Date	Lic./Id Number

Skills Inventory

Clerical	Yrs	Supervisory	Yrs	Typing/Keyboarding Speed WPM
Accounting/Bookkeeping	Yrs	Shorthand/Transcription	Yrs	Shorthand Speed WPM
Computers: Word Processing: Software _____ Yrs Spreadsheets: Software _____ Yrs Other: _____ Yrs				Do you have a valid Texas drivers license? <input type="checkbox"/> Yes <input type="checkbox"/> No
Other Skills and Training (Electrician, Painting, Welding, etc.)?				

Employment History

Name of Employer	Job Title or Position Held	Date Started	Date Left
Address (City, State & Zip)	Phone	Supervisor's Name & Title	Beginning Salary \$ Ending Salary \$
Description of Duties		Reason for Leaving	

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Description of Duties		Reason for Leaving	

Personal References

List three persons who are not related to you who have knowledge about your character or personality.

Name	Position, Title, or Occupation	Phone	Street	City	State & Zip Code

<p>Have you ever been placed on deferred adjudication for or convicted of any law other than minor traffic violations? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, on a separate sheet of paper state year, locations, nature of violation, and disposition. (A conviction will be considered only if relevant to a particular position.)</p>

PLEASE READ CAREFULLY and SIGN BELOW	
<p>I certify that all information and statements contained in this application (and accompanying resume, if any) are true, complete, and correct to the best of my knowledge and belief. I understand that any false statements or omissions made by me in connection with my application may be grounds for rejection of my application or for dismissal after employment.</p> <p>I authorize all persons listed in this application, and on any accompanying resume, to give the College any and all information concerning my previous employment and education and any pertinent information they may have, personal or otherwise, and I release all parties, such persons and the College from liability for any damage that may result from furnishing the same to the College.</p> <p>I hereby authorize Clarendon College to investigate, through whatever means deemed appropriate by the College, any information included in this application and all facts resulting from the investigation unless otherwise noted. (Applicants may be subject to a criminal background check prior to employment. By signing below, I authorize the College to perform this check and agree to provide any additional information, if requested.) The College is also authorized to use any information obtained from its investigations to determine my suitability for employment. I release the College from any liability in connection with such investigation.</p> <p>I also agree to execute as a condition of employment or a condition of continued employment any additional written authorizations necessary for the College to obtain access to and copies of records pertaining to this information.</p> <p>If employed, I agree to abide by the policies, procedures, rules, and regulations of the Clarendon College. I acknowledge the College's prerogative of revising, at any time, its policies, procedures, rules, and regulations and I agree to abide and be governed by such revisions.</p> <p>I understand Clarendon College prohibits the unlawful possession, use, or distribution of illicit drugs and/or alcohol by employees on its property or as part of any its activities. Clarendon College is a drug/substance free workplace. There is a drug and alcohol screening / testing policy that has been adopted by the Clarendon College Board of Regents. Any employee who violates these standards of conduct for illicit drugs or the unlawful possession or use of alcohol is subject to the screening/testing policy and/or termination.</p>	
<p>_____ Signature of Applicant</p>	<p>_____ Date</p>

Return application to: Assistant to the President, Clarendon College, P.O. Box 968, Clarendon, Tx 79226

<p>Clarendon College does not discriminate on the basis of gender, race, creed, color, age, national origin, or disability in its educational programs, activities, or employment policies.</p>
