

CLARENDON COLLEGE

Employment Application for Instructional, Professional, or Administrative 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? Yes _____ No _____			
If yes, please identify.			
Are you interested in: _____ Full-time _____ Part-time			If you were selected for a position, when could you start?

Educational and Professional Training*

Name of High School or College Attended	Location	Dates Attended		Diploma, Degree or Certificate	Major	Minor	GPA
		From	To				

*Current copies of all college transcripts must accompany this application.

Related Educational Information

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

Employment and Personal History

*Start with your present or most recent work experience and work back through previous positions.
Please complete this section and attach a copy of your vitae/resume.*

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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Address (City, State & Zip)	Phone	Supervisor's Name & Title	Beginning Salary \$	Ending Salary \$
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Description of Duties				
Reason For Leaving				

Professional and Civic Organizations and Activities	Highest Office Held	Dates of Membership

Other Activities and Honors

Other Qualifications (Publications, student publications, club sponsor, hobbies, interests, special skills, etc.)

Would you be willing to sponsor student activities?

Describe your philosophy concerning the use of instructional technology.

Statement of Philosophy of Education

On a separate sheet of paper please state your educational philosophy briefly and clearly, especially as it relates to the community college.

Personal References

*List four persons who are not related to you who have knowledge about your character, personality, scholarship, or teaching ability.
Do not repeat name of supervisors listed in your employment history.*

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

Have you ever been placed on deferred adjudication for or convicted of any law other than minor traffic violations? 0 Yes 0 No
If yes, give year, locations, and nature of violation and disposition. (A conviction will be considered only if relevant to a particular position.)

If you are applying for a faculty position, please answer the following question: Is English your primary language? 0 Yes 0 No
If English is not your primary language, House Bill 638 requires you to pass the Test of English as a Spoken Language of the Educational Testing Service.

PLEASE READ CAREFULLY and SIGN BELOW

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.

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.

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.

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.

If employed, I agree to abide by the policies, procedures, rules, and regulations of 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.

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.

Signature of Applicant

Date

Mail completed application, resume and transcripts to:

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

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.