

Southwest Texas Junior College

STAFF

APPLICATION FOR EMPLOYMENT

Application Requirements:

1. Cover Letter
2. SWTJC Application (complete all questions)
3. Resume (except maintenance and food service applicants)
4. Copy of College Transcripts (Must have **Official Transcripts** when hired)

In order for an application to be considered, all of the above requirements must be submitted before the application deadline to the address below:

Southwest Texas Junior College
Human Resource Coordinator
2401 Garner Field Road
Uvalde, TX 78801-6297
Positions listed at www.swtjc.edu
Tel: 830-591-7330 Fax: 830-591-7340

NON-DISCRIMINATION POLICY

It is the policy of Southwest Texas Junior College to provide equal employment opportunity practices without regard to race, color, religion, national origin, sex, age, disability or veteran status.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION COLLEGE IN EDUCATION AND EMPLOYMENT

STAFF APPLICATION FOR EMPLOYMENT

I. PERSONAL DATA

Date _____ Position Vacancy _____

Name _____

Phone Numbers _____
Home Cell Work

Other names used _____

Email Address _____

Social Security Number _____ Drivers License Number _____

Present Address _____
(Street)

(City) (State) (Zip)

In emergency, notify _____
(Do not fill in this information until employed by the college.) (Name) (Phone number)

(Address) (City/State) (Zip)

Major or Highest degree received _____

Present position and employer _____

May we contact your present employer? Yes _____ No _____

Years of experience: public school _____ two year college _____ college/university _____

Type of employment desired: Full-Time _____ Part-Time _____

When could you begin work? _____

Are you willing to travel? _____

Names, positions and relationships of relatives employed at SWTJC _____

Have you ever been removed or dismissed from a position? _____

Hobbies/Other Interests _____

II. REFERENCES

List the names of the three **professional references** (not related to you) you have worked for that could be contacted to give a recommendation for this position, if necessary.

Name	Phone number	Email Address
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III. RELEASE OF INFORMATION STATEMENT

I hereby give permission to an agency, bureau, department, physician, hospital, clinic, business, or person whosoever to furnish to Southwest Texas Junior College, its designee, or investigators, full and complete information about any of the matters contained in, or appropriate for employment by this institution. This release of information shall include, but not be limited to, any and all criminal history record information, medical records, educational records, driving records, or information from any source. I hereby release Southwest Texas Junior College or anyone obtaining or furnishing any such information from any and all liability which may or could result from the divulgence of such information or its use as it pertains to the possible employment evaluation.

Name

Date

IV. EDUCATION AND PROFESSIONAL TRAINING

Name & Location	Degree Earned	Major Area	Hours Earned	Minor Area	Hours Earned
High School					
College/University (Undergraduate)					
Graduate Work (Workshops, Institutes, Etc.)					

V. WORK EXPERIENCE

Employer Name and Location	Beginning and Ending Dates	Job Description	Reason for Leaving	Monthly Salary	Full/Part-Time

VI. NUMBER OF YEARS OF EXPERIENCE

	Years of Experience		Years of Experience
Accounting	_____	Welding	_____
Bookkeeping	_____	Front End Loader	_____
Cashier	_____	Backhoe	_____
Receptionist	_____	Fork Lift	_____
Keyboarding	_____	Carpenter	_____
Shorthand	_____	Electrical	_____
Filing	_____	Table/Band Saw	_____
10-key (touch)	_____	Plumbing	_____
Personal Computer	_____	Painting	_____
File Server	_____	Masonry	_____
POS Terminal	_____	Yard Work	_____
Presentation Graphics _____	Identify Software Used:	Janitor	_____
Spreadsheet _____	Software _____	Labor Supervision	_____
Data Base _____	Software _____	Large Engines	_____
Word Processing _____	Software _____	Small Engines	_____
Windows _____	Software _____	Diesel Engines	_____
Fax Machine	_____	Power Tools	_____
Copy Machine	_____	Others	_____
Electronics	_____		

I hereby affirm that all information provided in this application is true and accurate to the best of my knowledge, and understand that any falsifications, misrepresentations, or omissions of fact may be grounds for rejection of my application or dismissal from subsequent employment. **I understand that unless this application is completed in detail, it will not be considered and that all applications and supporting documents become the property of SWTJC.** If offered employment, I understand the offer is contingent on the results of a physical exam by the college's physician at college expense. I also understand that if, with or without reasonable accommodation, I am unable to perform the essential functions of the job, the offer of employment will be withdrawn. If employed, I agree to furnish additional information (photograph, age, race, etc.) as required by governing agencies.

Signature of Applicant

Date

Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity within three days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.

Employment/Applicant Data Record

SURVEY

Applicants and employees are treated during employment and/or application without regard to race, color, religion, sex, national origin, age, veteran status or handicap.

As an institution with an Affirmative Action Program, we comply with government regulations, including Affirmative Action responsibilities where they apply. Government agencies at time require periodic reports on protected status of employees and applicants. This data is for statistical analysis with respect to the success of the Affirmative Action Program.

Date _____

Name _____

Address _____

City _____ State _____ Zip _____

Social Security No. _____

Position Desired _____

Where did you hear about the position for which you are applying? Thank you for your help.

- ___ Local Newspaper
- ___ San Antonio Newspaper
- ___ Chronicle of Higher Ed
- ___ SWTJC Campus Job Notice (which campus) _____
- ___ Other Newspaper _____
- ___ Other Publication _____
- ___ Other _____
- ___ SWTJC Web site
- ___ Other Web site _____
- ___ SWTJC Employee

Sex Code _____
1=Female
2=Male

Ethnicity Code _____
1=White, Non-Hispanic
2=Black, Non-Hispanic
3=Hispanic
4=Asian or Pacific Islander
5=American Indian/Alaska Native
6=Non-resident Alien/Foreign National
7=Unknown or Not Reported

THIS INFORMATION IS STRICTLY FOR AFFIRMATIVE ACTION PURPOSES, SCREENING SEARCH COMMITTEES WILL NOT HAVE ACCESS TO THIS INFORMATION.