

# 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](http://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 \_\_\_\_\_

Driver's License # \_\_\_\_\_ Email Address \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**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:	_____
Spreadsheet	_____	Software	_____
Data Base	_____	Software	_____
Word Processing	_____	Software	_____
Windows	_____	Software	_____
Fax Machine	_____	Janitor	_____
Copy Machine	_____	Labor Supervision	_____
Electronics	_____	Labor Supervision	_____
		Large Engines	_____
		Small Engines	_____
		Diesel Engines	_____
		Power Tools	_____
		Others	_____

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.**