

APPLICATION FOR EMPLOYMENT INSTRUCTION SHEET

Thank you for your interest in Navarro College. Please take a moment to read the following instructions before completing this application. Please follow the directions as requested.

- Type or legibly print all requested information.
- All information requested on the application must be filled out completely. Incomplete applications WILL NOT be considered.
- Please include in your application packet the following items:
 - Cover Letter. The cover letter is to simply state the specific position of interest and provide a quick synopsis of your qualifications.
 - Resume – A current resume should accompany each application.
 - Employment History - A current mailing address and current telephone number must be provided for each employer. This information is used in contacting references and verifying past employment. Incomplete reference information will delay processing an application and may void an application.
 - Transcripts – A **copy** of transcripts must be submitted if applying for a position requiring a degree (i.e. Associates, Bachelors, or Masters). Official transcripts will be required if employment offer is made.

You may deliver, mail or email the completed application to:

Marcy Ballew
Vice President of Human Resources
Navarro College
3200 West 7th Avenue
Corsicana, TX 75110

human.resources@navarrocollege.edu

Office Hours: 8:00 a.m. to 5:00 p.m.
(903) 875-7336
(800) NAVARRO

***If applying for more than one position a
SEPARATE APPLICATION PACKET
is required for each position.***

NAVARRO COLLEGE EMPLOYMENT APPLICATION

We consider applicants for all positions without regard to race, color, national origin, age, religion, gender, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.

POSITION INFORMATION			Are you a current NC employee? <input type="checkbox"/> Yes <input type="checkbox"/> No Full Time start date with NC: _____											
Enter below the specific job vacancy title and department for which you are applying. Job Title: _____ Dept. Name: _____														
PERSONAL INFORMATION			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><i>Type Work</i></td> <td style="text-align: center;"><i>Campus preference</i></td> </tr> <tr> <td><input type="checkbox"/> Full-time</td> <td><input type="checkbox"/> Corsicana campus</td> </tr> <tr> <td><input type="checkbox"/> Part-time</td> <td><input type="checkbox"/> Waxahachie campus</td> </tr> <tr> <td><input type="checkbox"/> Temporary</td> <td><input type="checkbox"/> Midlothian campus</td> </tr> <tr> <td><input type="checkbox"/> Substitute</td> <td><input type="checkbox"/> Mexia campus</td> </tr> </table>		<i>Type Work</i>	<i>Campus preference</i>	<input type="checkbox"/> Full-time	<input type="checkbox"/> Corsicana campus	<input type="checkbox"/> Part-time	<input type="checkbox"/> Waxahachie campus	<input type="checkbox"/> Temporary	<input type="checkbox"/> Midlothian campus	<input type="checkbox"/> Substitute	<input type="checkbox"/> Mexia campus
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LAST NAME	FIRST NAME	MIDDLE												
<i>Other last names used:</i>	<i>Other first names used:</i>	<i>Other used:</i>	SOCIAL SECURITY NUMBER - last 4 digits											
			*** _ ** _											
Street Address		City	State	Zip Code										
Home Telephone Number	Cell Phone Number	Business Phone Number	Email Address											
Have you ever been convicted of, plead guilty or no contest for a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No (Does not necessarily disqualify). Give date, location, and offense.														
Are you related to any Navarro College full-time staff, faculty or Board of Trustee member? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, name of employee/Board member and nature of relationship:														
Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? <input type="checkbox"/> Yes <input type="checkbox"/> No (Proof of citizenship or immigration will be required upon employment.)														
EDUCATION AND TRAINING														
Providing this information means that you give Navarro College permission to verify your educational history. Also, please attach copies of transcripts to this application. Applications without transcripts will be considered incomplete.			Please list the most recent college/university first.											
College, University, High School or Technical School Attended	Diploma/Degree Type	Major/Minor	Graduation Date	Hours completed										
LIST YOUR KNOWLEDGE, SKILLS AND QUALIFICATIONS APPLICABLE TO THIS POSITION:			Examples: Range of computer skills; knowledge of software programs, office technology skills, language skills, and any other special skills you possess.											

EMPLOYMENT HISTORY <i>Start with your most recent work experience.</i>			<i>This section must be completed for all positions even though a resume must be included in the application packet. Applications without a resume will be considered as incomplete.</i>	
<i>Date Started</i>	<i>Date Left</i>	<i>Name of Organization</i>	<i>Phone Number</i>	
<i>Name & Title of Supervisor</i>		<i>Your Title Upon Leaving</i>	<i>Ending Salary</i>	
<i>Description of Duties:</i>				
<i>Reason for Leaving:</i>			<i>May we contact this employer?</i> ___ Yes ___ No	
<i>Date Started</i>	<i>Date Left</i>	<i>Name of Organization</i>	<i>Phone Number</i>	
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<i>Reason for Leaving:</i>			<i>May we contact this employer?</i> ___ Yes ___ No	
REFERENCES			<i>In this section, please list three professional/business references in addition to supervisors listed above. Do not include personal friends or family members.</i>	
<i>Complete Name</i>	<i>Relationship</i>	<i>Occupation</i>	<i>Telephone</i>	
<i>How did you hear about Navarro College? ___ higheredjobs.com ___ NC web site ___ NC employee ___ Family/friend ___ Newspaper ___ Other:</i>				
<i>I certify that the statements made by me in this application are true, complete and correct to the best of my knowledge and are made in good faith. I understand that any offer of employment tendered to me is contingent upon my agreement to abide by the district policies and procedures of Navarro College.</i>				
<i>Signature: _____</i>			<i>Date: _____</i>	
<i>Printed Name: _____</i>				

Addendum to Application for Faculty and Professional Positions

(To be completed by Faculty, Administrative and Paraprofessional applicants.)

Please list professional organizations of which you are currently a member.

Please list your professional recognitions and any articles published.

Faculty only: *Please write a brief statement of your teaching philosophy including your view of the role of the community college. (Use additional pages if necessary.)*

EMPLOYMENT INQUIRY RELEASE

(Please read the following statement carefully.)

This document authorizes the Department of Human Resources of Navarro College to make investigative background inquiries in connection with my possible employment with Navarro College.

- I understand these background inquiries may include but will not be limited to: employment, educational, consumer, criminal, driving and other reports.*
- I understand these background inquiries may also include information regarding: character, work habits, work performance, experience, and reasons for termination of past employment.*
- I understand that Navarro College may be requesting information from various federal, state, and other agencies that maintain records concerning past activities relating to driving, credit, criminal, insurance, as well as other experiences.*

I authorize, without reservation, any part or agency contacted by the Department of Human Resources of Navarro College to furnish the above-mentioned information.

Your name: _____ Social Security Number: ^{***} - ^{**} - _____
(Please Print)

Current street address: _____

City: _____ State: _____ Zip Code: _____

Date of birth: _____

Driver's License Number: _____ Issuing State: _____

Your signature: _____
(Original signature must be kept in our applications file.)

Position for which applying: _____ Date: _____

VOLUNTARY APPLICATION IDENTIFICATION FORM

Navarro College is an Equal Opportunity/Affirmative Action Employer.

The information below is needed to measure the effectiveness of our recruitment efforts and is in conformity with federal government guidelines, which require us to compile statistical information about applicants for employment. You are not required to furnish this information, but are encouraged to do so. The law provides that an employer may neither discriminate on the basis of this information nor on whether you choose to furnish it. However, if you choose not to furnish it, under federal regulations, this employer is required to note race and sex on basis of visual observation or surname.

This Voluntary Application Identification Form will be kept in a confidential file separate from the Application for Employment.

Name: _____

Position for which you are applying: _____

Please check one of the following statements:

- I wish to furnish this information.
- I DO NOT wish to furnish this information.

Please check the appropriate space:

- Male
- Female

Race/Ethnic Category (Please select the racial/ethnic category or categories with which you most closely identify. Check as many as apply.):

- Hispanic or Latino:* A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- White:* A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- American Indian or Alaska Native:* A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Asian:* A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African American:* A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."
- Native Hawaiian or Other Pacific Islander:* A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

DPS Computerized Criminal History (CCH) Verification

(AGENCY COPY)

I, _____, acknowledge that a Computerized Criminal

APPLICANT or EMPLOYEE NAME (Please print)

History (CCH) check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB identifiers I supply. (This is not a consent form.) Authority for this agency to access an individual's criminal history data may be found in Texas Government Code 411; Subchapter F.

Name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history, therefore the organization conducting the criminal history check is not allowed to discuss with me any criminal history record information obtained using this method. The agency may request that I have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search. Once this process is completed the information on my fingerprint criminal history record may be discussed with me.

In order to complete the process I must make an appointment with the Fingerprint Applicant Services of Texas (FAST) as instructed online at [www.txdps.state.tx.us /Crime Records/Review of Personal Criminal History](http://www.txdps.state.tx.us/CrimeRecords/ReviewofPersonalCriminalHistory) or by calling the DPS Program Vendor at 1-888-467-2080, submit a full and complete set of fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$24.95 to the fingerprinting services company.

(This copy must remain on file by your agency. Required for future DPS Audits)

Signature of Applicant or Employee

Date

Agency Name (Please print)

Agency Representative Name (Please print)

Signature of Agency Representative

Date

Please: Check and Initial each Applicable Space	
CCH Report Printed:	
YES _____ NO _____	_____ initial
Purpose of CCH: _____	
Empl ___ Vol/Contractor ___	_____ initial
Date Printed: _____	_____ initial
Destroyed Date: _____	_____ initial
Retain in your files	