

HOCKING COLLEGE
AN EQUAL OPPORTUNITY EMPLOYER

APPLICATION FOR INSTRUCTIONAL EMPLOYMENT

TO APPLICANT: We appreciate your interest in Hocking College and assure you that we are sincerely interested in your qualifications. Please answer every question on this application. It is important to have a clear understanding of your background and work history.

POSITION(S) APPLIED FOR _____
SALARY EXPECTED \$ _____ FULL-TIME _____ PART-TIME _____ DATE AVAILABLE _____

PERSONAL

NAME _____	
STREET _____	CITY _____ STATE _____ ZIP _____
HOME TELEPHONE NUMBER _____	SOCIAL SECURITY NUMBER _____ / _____ / _____
CELL TELEPHONE NUMBER _____	E-MAIL ADDRESS _____
LEGAL RIGHT TO WORK IN THE U.S.: Yes <input type="checkbox"/> No <input type="checkbox"/>	

EDUCATION

SCHOOL	NAME AND ADDRESS	COURSE OF STUDY OR MAJOR	LAST YEAR COMPLETED				DIPLOMA, DEGREE OR CERTIFICATE
High	_____ _____		1	2	3	4	
Vocational	_____ _____		1		2		DATE
Technical College	_____ _____		1	2	3		DATE
University	_____ _____		1	2	3	4	DATE
Other	_____ _____		1	2	3	4	DATE

Have you ever been convicted of a misdemeanor or felony, i.e. other than minor traffic violations? Yes No

If "Yes", explain: (Conviction will not necessarily disqualify applicant from employment.)

TEACHING EXPERIENCE (BEGIN WITH MOST RECENT)

DATE EMPLOYED	COMPANY AND COMPLETE ADDRESS	JOB INFORMATION
TO:		JOB TITLE:
FROM:		SALARY \$
DUTIES		IMMEDIATE SUPERVISOR:
		BUSINESS PHONE # ()
		REASON FOR LEAVING:
TO:		JOB TITLE:
FROM:		SALARY \$
DUTIES:		IMMEDIATE SUPERVISOR:
		BUSINESS PHONE # ()
		REASON FOR LEAVING:
TO:		JOB TITLE:
FROM:		SALARY \$
DUTIES:		IMMEDIATE SUPERVISOR:
		BUSINESS PHONE # ()
		REASON FOR LEAVING:
TO:		JOB TITLE:
FROM:		SALARY \$
DUTIES:		IMMEDIATE SUPERVISOR:
		BUSINESS PHONE # ()
		REASON FOR LEAVING:

NON-TEACHING EXPERIENCE (BEGIN WITH MOST RECENT)

DATE EMPLOYED	COMPANY AND COMPLETE ADDRESS	JOB INFORMATION
TO:		JOB TITLE:
FROM:		SALARY \$
DUTIES		IMMEDIATE SUPERVISOR:
		BUSINESS PHONE # ()
		REASON FOR LEAVING:
TO:		JOB TITLE:
FROM:		SALARY \$
DUTIES:		IMMEDIATE SUPERVISOR:
		BUSINESS PHONE # ()
		REASON FOR LEAVING:

TO:		JOB TITLE:
FROM:		SALARY \$
DUTIES:		IMMEDIATE SUPERVISOR:
		BUSINESS PHONE # ())
		REASON FOR LEAVING:
TO:		JOB TITLE:
FROM:		SALARY \$
DUTIES:		IMMEDIATE SUPERVISOR:
		BUSINESS PHONE # ())
		REASON FOR LEAVING:

May we contact your past employers? _____ If not, indicate (√) which one(s) you do not wish us to contact.

ADDITIONAL EXPERIENCE AND SKILLS

TYPING SPEED _____ wpm	MACHINES/EQUIPMENT OPERATED _____

LIST ANY OTHER EXPERIENCE, SKILLS OR QUALIFICATIONS INCLUDING PROFICIENCY IN COMPUTER/SOFTWARE THAT WOULD BE RELEVANT TO YOUR EMPLOYMENT AT HOCKING COLLEGE.	

The facts set forth in my application for employment are true and complete. You are hereby authorized to contact the employers I have indicated regarding my employment record and my character.

Date _____ Signature _____

NOTE: IN YOUR OWN HANDWRITING, PLEASE WRITE A BRIEF STATEMENT OF YOUR EDUCATIONAL PHILOSOPHY ON THE BACK OF THIS FORM. RETURN TO: HOCKING COLLEGE, HUMAN RESOURCES OFFICE, 3301 HOCKING PARKWAY, NELSONVILLE, OH 45764

WRITE A BRIEF STATEMENT OF YOUR EDUCATIONAL PHILOSOPHY

A large, empty rectangular box with a thin black border, occupying most of the page below the title. It is intended for the user to write their educational philosophy.