

Southwest Texas Junior College

FACULTY

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)

***Submit a complete application package with the above documentation by the application deadline to the address below. The more information you provide, the easier it will be to effectively evaluate your skills, abilities, and qualifications.**

Southwest Texas Junior College
Human Resources
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

FACULTY 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. EDUCATIONAL WORK EXPERIENCE

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

VI. RELATED EDUCATIONAL INFORMATION

Licenses, Certificates, Registrations	Issuing State	Date Issued	Expiration	Identification Number

VII. EXPERIENCE OTHER THAN EDUCATIONAL

Name and Address of Employer	Position Held	Beginning Date	Ending Date	Reason for Leaving

RESEARCH AND PUBLICATIONS (Attach separate sheet if necessary)

FELLOWSHIPS, SCHOLARSHIPS & PROFESSIONAL HONORS	DATE	AWARDING ORGANIZATION

COMMUNITY AND PROFESSIONAL ORGANIZATIONS	HIGHEST OFFICE HELD	DATE OF MEMBERSHIP

VIII. STATEMENT ON PHILOSOPHY OF EDUCATION

Please give a brief statement of education as it relates to junior college training. Attach a separate sheet, if necessary.

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 equally during employment and/or application process without regards 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 _____

Position Desired _____

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

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

Sex Code _____
1=Female
2=Male

Ethnicity Code _____
HIS=Hispanic/Latino
NHS=Non-Hispanic/Latino
NRA=Non-Resident Alien

Race Code _____
AN = American/Alaska Native
AS = Asian
BL = Black/African American
HP = Hawaiian/Pacific Islander
WH = White
NRA = Non-Resident Alien
NP = Asian/Pacific Islander

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