

## James Sprunt Community College

P.O. Box 398, Kenansville, NC 28349-0398  
Phone (910)-296-2410 \* Fax (910)-296-2479  
website <http://www.jamessprunt.edu>

Dear Applicant:

Thank you for your interest in employment with James Sprunt Community College. Please find attached an official James Sprunt Community College application which you should complete and return to us as soon as possible. For your information, I am listing the procedures which we normally follow in processing applications.

No candidate may be considered without having first completed an official James Sprunt Community College application. Please do not delete sections on the application noting "See Resumé". The application must be completed fully, whether a resumé has been included or not. In order to comply with requirements regarding government record keeping, we have enclosed an Applicant Information form (page 7 of this packet). The Applicant Information form is removed from the application by the Human Resources staff to ensure confidentiality. Your cooperation in providing this information is appreciated.

Applications are dated upon receipt and remain active for six months. Once a position is available, the top candidates for the position will be contacted for an interview so a final selection may be made. An interview committee will conduct the interviews and determine the candidate for the position. At this time, additional information – references and formal transcripts may be requested if they have not been received.

If you are completing the application for a position not currently open or advertised, please be aware that, although your application will remain active for six months, it will not automatically be pulled for consideration should a position become available. To be sure your application is considered, please call JSCC Human Resources Department at (910)-296-2410 and ask that your application be considered.

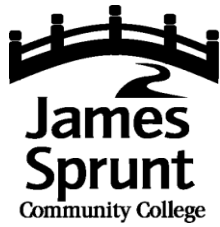
Please also note that if your information changes on your application (address, work experience), you will need to submit a new application to be on file.

We thank you again for your interest in employment with James Sprunt Community College and your cooperation. If you should have any questions, please feel free to contact us.

Sincerely,

*Kristy D. Brinson*

Director of Human Resources & Campus Safety



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## EMPLOYMENT APPLICATION

(January 2009)

**Print in Black Ink or use Typewriter**

1. Position(s) applied for \_\_\_\_\_ Date \_\_\_\_\_  
If a teaching position, list subject area(s) for which qualified \_\_\_\_\_  
\_\_\_\_\_
2. Name \_\_\_\_\_  
(Last) (First) (Middle)
3. Permanent Address \_\_\_\_\_ Bus. \_\_\_\_\_ Res. \_\_\_\_\_  
(Street & No. or R.F.D.) (City) (State) (Zip) (Phone Numbers)
4. Present Address \_\_\_\_\_ Bus. \_\_\_\_\_ Res. \_\_\_\_\_  
(If different from Permanent) (St. No. or R.F.D.) (City) (State) (Zip)
5. Have you ever been convicted of any violations of law (other than minor traffic violations)? Yes \_\_\_\_\_ No \_\_\_\_\_
6. Have you ever been discharged or asked to resign from a position? Yes \_\_\_\_\_ No \_\_\_\_\_  
If your answer to 5 or 6 is "Yes," explain on last page under "Additional Information."

### MILITARY RECORD

Years of Active Service \_\_\_\_\_ Branch of Service \_\_\_\_\_ Type of Discharge \_\_\_\_\_  
Date Entered Service \_\_\_\_\_ Date released from Service \_\_\_\_\_ Rank Upon Discharge \_\_\_\_\_  
Member of Reserve Unit? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, indicate current obligation remaining and unit to which assigned \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Briefly describe military duties performed \_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT EXPERIENCE FOR MOST RECENT 10-YEAR PERIOD TO BE PROVIDED.**

**EDUCATIONAL RECORD**

Type Of School	Name and Address of School	Attended		Circle No. Yrs. Completed	Cr. Hrs. **	Were You A Graduate	Degree or Diploma & Yr. Rec.	Major/ Minor Subject
		From Mo. Yr.	To Mo. Yr.					
*Elementary or High School				1 2 3 4 5 6 7 8 9 10 11 12	XXX			XXXX
College or University				1 2 3 4				
Graduate or Professional				1 2 3 4				
Internship Apprenticeship Teaching Fellowship Graduate Apprenticeship Other (Specify) _____				No. Of Months				

UNOFFICIAL TRANSCRIPTS OF EDUCATIONAL RECORD **MUST** BE SUPPLIED AS PART OF THE APPLICATION PROCESS.

**OFFICIAL TRANSCRIPTS OF EDUCATIONAL RECORD MUST BE SUPPLIED PRIOR TO EMPLOYMENT.**

\*Or have you passed High School Equivalency Test? Yes \_\_\_\_\_ No \_\_\_\_\_

\*\*Indicate quarter hours "Q", semester hours "S".

**INTERESTS AND ACTIVITIES**

List Hobbies, Awards, Current Professional Organization Memberships, Committee Work, Publications, Civic Activities, etc.:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List fields of work for which you are licensed, registered, or certified, giving date(s) and source(s) of issuance: \_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT RECORD**

Answer questions for each period of employment. Failure to give complete information may result in rejection of your application. Begin with present or last position. If more space is needed, enclose another sheet.

Title of present or last position \_\_\_\_\_ Starting Salary \_\_\_\_\_ Last Salary \_\_\_\_\_

Name and title of supervisor \_\_\_\_\_ No. of employees supervised or taught by you \_\_\_\_\_

Name of employer \_\_\_\_\_ Address \_\_\_\_\_

Date Employed (mo/yr)			
Date Separated (mo/yr)	Duties _____		
Full Time	Years	Months	_____
Part Time	Years	Months	_____
If part time, number of hours worked per week:			Reason for leaving _____
			May we inquire of this employer about your character and qualifications? Yes _____ No _____

Title of present or last position \_\_\_\_\_ Starting Salary \_\_\_\_\_ Last Salary \_\_\_\_\_  
 Name and title of supervisor \_\_\_\_\_ No. of employees supervised or taught by you \_\_\_\_\_  
 Name of employer \_\_\_\_\_ Address \_\_\_\_\_

Date Employed (mo/yr)			Duties _____ _____ _____ Reason for leaving _____ May we inquire of this employer about your character and qualifications? Yes _____ No _____
Date Separated (mo/yr)			
Full Time	Years	Months	
Part Time	Years	Months	
If part time, number of hours worked per week:			

Title of present or last position \_\_\_\_\_ Starting Salary \_\_\_\_\_ Last Salary \_\_\_\_\_  
 Name and title of supervisor \_\_\_\_\_ No. of employees supervised or taught by you \_\_\_\_\_  
 Name of employer \_\_\_\_\_ Address \_\_\_\_\_

Date Employed (mo/yr)			Duties _____ _____ _____ Reason for leaving _____ May we inquire of this employer about your character and qualifications? Yes _____ No _____
Date Separated (mo/yr)			
Full Time	Years	Months	
Part Time	Years	Months	
If part time, number of hours worked per week:			

Title of present or last position \_\_\_\_\_ Starting Salary \_\_\_\_\_ Last Salary \_\_\_\_\_  
 Name and title of supervisor \_\_\_\_\_ No. of employees supervised or taught by you \_\_\_\_\_  
 Name of employer \_\_\_\_\_ Address \_\_\_\_\_

Date Employed (mo/yr)			Duties _____ _____ _____ Reason for leaving _____ May we inquire of this employer about your character and qualifications? Yes _____ No _____
Date Separated (mo/yr)			
Full Time	Years	Months	
Part Time	Years	Months	
If part time, number of hours worked per week:			

### REFERENCES

**Provide the names, complete mailing addresses and phone numbers of three persons, other than relatives, who are in a position and willing to certify to your character, ability, experience and qualifications for the position. If you have a placement file with references herein, please provide a copy of such a file.**

- A) Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_  
 B) Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_  
 C) Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

**REASONS FOR DESIRING THIS POSITION**

State in your own words and handwriting why you desire employment in the position applied for and why you would be successful in this position.

**ADDITIONAL INFORMATION**

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**James Sprunt Community College does not pay for interview travel costs and/or relocation.**

**Applicants for faculty positions who accept an interview will be asked to demonstrate proficiency in oral and written communications in the language in which the assigned courses will be taught.**

**Applicants for positions which require a specific degree, certification, or license will be required to have official transcripts or documentation on file with the College within 30 days of their hire date.**

**Proof of citizenship or immigration status will be required of all applicants upon employment.**

**A SEPARATE APPLICATION IS REQUIRED FOR EACH POSITION FOR WHICH YOU APPLY**

**AGREEMENT**

**By signing my name below, I (1) certify that all statements made by me on this application are true and complete to the best of my knowledge and that I understand that misrepresentations or omissions may be cause for rejection or may be cause for subsequent dismissal if I am hired, and (2) understand that nothing contained in this application or in the interview process is intended to create an employment contract between the college and me, and (3) authorize the college to contact and obtain information from all references, employers, public agencies and others to verify the accuracy of all information provided in this application. I hereby waive all rights and claims I may have regarding the college for seeking, obtaining, and using truthful information in the employment process and all other persons, corporations, or organizations for furnishing such information about me.**

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**SIGNATURE**

**DATE**

**James Sprunt Community College is an affirmative action/equal opportunity employer, making selections on the basis of knowledge, skills and abilities without regard to race, color, religion, national origin, sex, age or other non-relevant factors.**

**All applications are retained in the active file for 6 months.**

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“An Equal Opportunity Employer”

# James Sprunt Community College

Post Office Box 398  
Kenansville, North Carolina 28349-0398

Telephone: (910) 296-2400

## Request for Information Authorization

Date: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_  
(Last) (First) (Middle)

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

N. C. Teachers and State Retirement No. \_\_\_\_\_(if Active)

Address: \_\_\_\_\_

\_\_\_\_\_  
(City) (State) (Zip Code)

To Whom It May Concern:

I am making application for employment at James Sprunt Community College. I request that you provide the Human Resources Department information that they may require concerning my employability.

Thank you for your assistance.

\_\_\_\_\_  
Authorized Signature of Applicant

**James Sprunt Community College is an Institutional Member  
Of the North Carolina Community College System**

**APPLICANT INFORMATION FORM**

**POLICY STATEMENT AFFIRMATIVE ACTION/  
EQUAL OPPORTUNITY EMPLOYER**

James Sprunt Community College offers Equal Employment and Educational Opportunities to all employees, students, prospective employees, and prospective students. Affirmative Action, Equal Educational Opportunities and compliance with the Americans with Disabilities Act are viewed by the Board of Trustees as an integral part of the mission and purpose of James Sprunt Community College. Applicants with disabilities who need assistance or require special accommodations to access the College for an interview should request such services through the Human Resources Department.

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Position Applied For:** \_\_\_\_\_

**EQUAL OPPORTUNITY INFORMATION**

(SUBMISSION OF THIS INFORMATION IS VOLUNTARY)

State and Federal regulations prohibit discrimination based on race, sex, color, national origin, age, or handicap. The information below will in no way affect you as an applicant. Its sole use will be for statistical and record keeping purposes only and to see how well our recruitment efforts are reaching all segments of the population.

**Date of Birth:**     
Month Day Year

**Sex:**    
Male Female

**MARITAL STATUS:**  Married  
 Single\*

(\*Including widowed and divorced)

**Ethnic Group**

- |  |  |
|--|--|
| <input type="checkbox"/> White (Caucasian, non-Hispanic) | <input type="checkbox"/> Hispanic (Mexican, Puerto Rican, Cuban, Central or South American, other Spanish origin regardless of race) |
| <input type="checkbox"/> Black (African-American)        | <input type="checkbox"/> Asian (including Pacific Islander)  |
| <input type="checkbox"/> American Indian                 |  |

**How did you learn about employment at James Sprunt Community College?**

- |  |   |
|--|---|
| <input type="checkbox"/> Friend                              | <input type="checkbox"/> James Sprunt Employee  |
| <input type="checkbox"/> N.C. Employment Security Commission | <input type="checkbox"/> James Sprunt Website   |
| <input type="checkbox"/> Human Resources Recruiter           | <input type="checkbox"/> Newspaper (Name) _____ |
| <input type="checkbox"/> Internet Listing                    | <input type="checkbox"/> Other                  |

**SELECTIVE SERVICE REGISTRATION COMPLIANCE**

(Required by Law)

**Check appropriate box(es):**

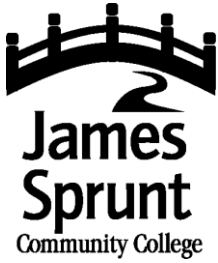
- A.  I certify that I am not required to be registered with the Selective Service because (check one):
- I was born before 1960.
  - I am a female.
  - I am in the armed services on active duty.  
(Note: Reserve/National Guard members are not on active duty.)
  - I am under the age of 18.
  - I am a permanent resident of the Trust Territory of the Pacific Islands or the Northern Mariana Islands.
  - I am a non-immigrant alien.
- B.  I certify that I am registered with Selective Service.

**N.C. Teachers & State Employees Retirement Information**

State law now requires James Sprunt Community College to report the names of all individuals who are currently employed by the College and who are also in receipt of a monthly benefit from the North Carolina Teachers and State Employees Retirement System. In order to assist us in following the procedures, please check the appropriate response below:

- I am currently receiving a monthly benefit from the NC Teachers and State Employees Retirement System.  
Retirement No. \_\_\_\_\_
- I am NOT currently receiving a monthly benefit from the NC Teachers and State Employees Retirement System

\_\_\_\_\_  
Signature



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### **IMPORTANT REMINDERS:**

**Before submitting this application, it is important that you check to see you have completed the following:**

<b><u>ITEM TO COMPLETE</u></b>	<b><u>COMPLETED</u></b>
Listed Social Security Number correctly	
Listed zip code correctly	
Given complete information on education and work history	
Completed section for Employment Opportunity Information on <b>Applicant Information Form (page 7)</b>	
Completed Selective Service Registration Status on <b>Applicant Information Form (page 7)</b>	
Signed and dated application	
Provided or requested copies of transcripts from degree-granting institutions	

Please be advised that James Sprunt Community College may have a need to verify applicant references and credentials. It therefore may be necessary to request information from individuals, businesses, or governmental agencies that require an applicant's authorization for release of information. Please complete the form on page 6 authorizing the College to request such information. Any exceptions noted on your application will not be contacted. Be assured that such authorized information as we may receive will be treated confidentially and will only be used in making decisions relative to employment with James Sprunt Community College.

\* Please note if you are applying for an advertised position vacancy, please fill in the position applied for as it appears on the vacancy announcement. If you are applying for more than one position, please complete a **separate** application for each position.