



# MONROE COUNTY COMMUNITY COLLEGE

enriching lives

Attn: Human Resources Office  
1555 South Raisinville Road  
Monroe, MI 48161-9746

(734) 384-4110  
FAX (734) 687-6057

## Application for Support Staff and Maintenance Positions

*A person with a disability requiring accommodations for completing the application  
and/or the interview process should notify the Office of Human Resources*

Name:	<i>Last</i>	<i>First</i>	<i>Middle</i>	Today's Date
Address:	<i>Number</i>	<i>Street</i>		<i>Telephone Number</i>
	<i>City</i>	<i>State</i>	<i>Zip</i>	<i>Alternative Phone Number</i>
Position Desired:				<i>Email Address</i>

### Record of Education

School	Name of School	Degree Earned
High School		
College		
Other		

### Special Skills

Please list any experiences, skills, or abilities that you feel especially qualify you for the position you are applying for.  
(Such as software knowledge, mechanical knowledge, etc.)

### General Information

Are you at least 18 years of age?  Yes  No

Are you legally eligible for employment in the United States?  Yes  No  
*(Proof of identity and eligibility will be required upon employment)*

Will you now or in the future require sponsorship for employment visa status?  Yes  No

If selected for a position at Monroe County Community College, when would you be available for employment?

*Monroe County Community College is an equal opportunity institution and adheres to a policy that no qualified person shall be discriminated against because of race, color, religion, national origin or ancestry, age, gender, marital status, disability, genetic information, sexual orientation, gender identity/ expression, height, weight or veteran's status in any program or activity for which it is responsible.*

## Past and Present Employment *Beginning with most recent or current employer.*

Name and Address of Employer and Type of Business	From Mo./Yr.	To Mo./Yr.
Briefly describe the nature of the work.	Name of Supervisor & Phone #	
Reason for Leaving		

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## References

Please list name and telephone number of three business/work references who are not related to you and are not previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Relationship	Phone Number

## Pre-Employment Statement *(Please Read Carefully)*

The information that I have provided on this application is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume, or any other materials, or during any interviews, can be justification for refusal of employment, or if employed, termination from Monroe County Community College.

I give Monroe County Community College the right to contact and obtain information from all references, employers, educational institutions and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability Monroe County Community College and its representatives for seeking, gathering and using such information and all other persons, employers, or organizations for furnishing such information.

Signed \_\_\_\_\_ Date \_\_\_\_\_

*Typed signature will be accepted*