



# MONROE COUNTY COMMUNITY COLLEGE

enriching lives

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

(734) 384-4245  
FAX (734) 457-6022

## Application for Faculty and Administrator Position

*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 Telephone Number</i>
				<i>Email Address</i>

### General Information

Position Desired:  Full-Time  Part-Time

Teaching: \_\_\_\_\_  
*Subject(s)-First Choice*

\_\_\_\_\_

*Subject(s)-Second Choice*

Administration: \_\_\_\_\_  
*Area*

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)*

Have you ever been denied tenure or continuing contract status?  Yes  No

If yes, explain: \_\_\_\_\_

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.*

## Record of Education

	Name/Address of School	Diploma or Degree Earned
High School		
College or University		
Graduate or Other Formal Education		

Bachelor's Degree Major \_\_\_\_\_ Minor \_\_\_\_\_

Master's Degree Major \_\_\_\_\_ Minor \_\_\_\_\_

Doctor's Degree Major \_\_\_\_\_ Minor \_\_\_\_\_

Dissertation Title \_\_\_\_\_

Advisor's Name \_\_\_\_\_

## Assistantships/Student Teaching Experience

Name of School	Location City - State	Grade(s) Subject(s)	Dates

## Part-time/Adjunct Teaching Experience

Name of School and Location	Name of Supervisor	Grade(s) Subject(s)	Dates

## Past and Present Employment

*Beginning with most recent or current employer.*

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

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Reason for Leaving		

Membership in Professional Organizations

Offices Held

## Teaching References

List departmental chairpersons, superintendents, principals or instructors under whom you have taught.

Name	Position	Name of College or University	Area Code	Phone No.
1.				
2.				
3.				

## Professional/Personal References

Please list 3 business/work references who are not related to you and are not previous supervisors.

Name	Relationship	Phone No.
1.		
2.		
3.		

## 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 résumé, 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*