



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 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 the Human Resources

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

Record of Education

School	Name and Address of School	Field of Study	Check Last Year Completed				Did You Graduate?	List Diploma or Degree Earned
			1	2	3	4		
High School			1	2	3	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			1	2	3	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other			1	2	3	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Special Skills

Please list any experiences, skills, or abilities that you feel especially qualify you for the position you are applying for. (Such as keyboarding speed, 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)

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	Name of Supervisor & Phone #	
	Final Rate of Pay	
Briefly describe the nature of the work.	From Mo./Yr.	To Mo./Yr.
Reason for Leaving		

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Reason for Leaving		

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