

Application for Employment

CATAWBA VALLEY



COMMUNITY COLLEGE

2550 Hwy 70 SE • Hickory, NC 28602-8302 • Telephone: 828-327-7000 Ext. 4103/4277 • Website: www.cvcc.edu

CVCC IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION INSTITUTION

PERSONAL

Last Name	First	Middle	Date
Street Address			Home Telephone ()
City, State, Zip			Business Telephone ()
State names of relatives, if any, employed by CVCC.			Cell Phone ()
In case of emergency, notify _____ Telephone _____			Email Address:
Have there been or are there any circumstances which have or may interfere with your work performance and/or regular attendance? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe.			Position(s) Applied for:
Are you a veteran of military service? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give dates, branch, and types of duties performed.			Pay Expected:
If required, I certify that I am in compliance with 50 United States Code (Military Selective Service Act) in that I have subjected myself to Selective Service Registration. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT APPLICABLE.			Please check types of work you will accept: <input type="checkbox"/> full-time <input type="checkbox"/> part-time Date available:
Have you ever been convicted for other than a minor traffic violation? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain.			

EDUCATION

School	Name & Location	Course of Study/Major	Dates Attended	Did You Graduate?	Degree/Diploma
Graduate				<input type="checkbox"/> YES <input type="checkbox"/> NO	
College				<input type="checkbox"/> YES <input type="checkbox"/> NO	
Business/Trade/Technical				<input type="checkbox"/> YES <input type="checkbox"/> NO	
High School				<input type="checkbox"/> YES <input type="checkbox"/> NO	

Please indicate your reasons for desiring employment at CVCC. Briefly describe your strengths and weaknesses in relation to the position(s) you seek.

List fields of work for which you are licensed, registered, or certified, giving the date(s) of issuance.

Complete ONLY if you are applying for a secretarial or clerical position:

Office Machines I can operate:	Software Programs I am proficient at:	Typing Speed:
<input type="checkbox"/> PC computer <input type="checkbox"/> Macintosh Computer <input type="checkbox"/> Copier <input type="checkbox"/> Facsimile	<input type="checkbox"/> Scanner <input type="checkbox"/> Calculator <input type="checkbox"/> Other, please list: _____	<input type="checkbox"/> MS Word <input type="checkbox"/> MS Access <input type="checkbox"/> MS Excel <input type="checkbox"/> MS Powerpoint <input type="checkbox"/> Groupwise <input type="checkbox"/> MS Publisher <input type="checkbox"/> Windows NT
		List Others: _____ List Others: _____

Professional Memberships Held	Dates

Employment History

Beginning with the most recent position, list your employment history below. Failure to give complete employment history may result in rejection of your application. Use supplementary sheet if necessary.

Company Name	Telephone _(____)_____
Address	Employed (state month and year) From: _____ To: _____
Name of Supervisor	Salary Start: _____ Last: _____
Job Title/Duties:	Reason for leaving:

Company Name	Telephone _(____)_____
Address	Employed (state month and year) From: _____ To: _____
Name of Supervisor	Salary Start: _____ Last: _____
Job Title/Duties:	Reason for leaving:

Company Name	Telephone _(____)_____
Address	Employed (state month and year) From: _____ To: _____
Name of Supervisor	Salary Start: _____ Last: _____
Job Title/Duties:	Reason for leaving:

Company Name	Telephone _(____)_____
Address	Employed (state month and year) From: _____ To: _____
Name of Supervisor	Salary Start: _____ Last: _____
Job Title/Duties:	Reason for leaving:

May we contact your present employer? Yes No When will you be available for employment? _____

Professional/Educational References. Please give name, address, occupation, and telephone number. Use additional paper if necessary.		
Name	Address	Telephone

I certify that I have given true, accurate and complete information on this form. In the event confirmation is needed in connection with my employment, I authorize educational institutions, associations, registrant and licensing boards, and others to furnish whatever detail is available concerning my qualifications. I authorize investigation of all statements made in this application and understand that misrepresentation or falsification of information may be grounds for rejection of my application or if discovered after employment, shall be considered sufficient cause for dismissal.

Signature of Applicant _____ Date _____

Please note: All applications, complete with transcripts and provided all other conditions are met, will remain in active file for one year and must be updated annually, in writing, to remain active.

Employment at CVCC is not contractual. Employment with CVCC is at-will, terminable at any time by the College at its sole discretion, with or without notice.

UNSIGNED APPLICATIONS WILL NOT BE PROCESSED

2550 Highway 70 SE • Hickory, NC 28602-8302
Telephone: 828-327-7000 • Fax: 828-327-7000, ext.4034

Name: _____

Voluntary Equal Opportunity Statement and Information

Catawba Valley Community College does not discriminate with respect to employment on the basis of race, sex, age, religion, national origin, or handicap. The information requested below will in no way affect you as an applicant. Its sole use will be to determine how well our recruitment efforts are reaching all segments of the population.

Date of Birth: _____ Sex : Male Female

Ethnic Group

- White (Non-Hispanic)
- Black (Non-Hispanic)
- Hispanic (Mexican, Puerto-Rican, Cuban, Central or South American, other Spanish origin regardless of race)
- Asian (Including Pacific Islander)
- Indian (Including Alaskan Native)
- Other (Please Specify) _____

Annual Security Report/Crime Statistics

The security report is available and may be accessed online from the Campus Safety & Security web page located at: <http://cvcc.edu/departments/css/> or at the direct address: <http://www.cvcc.edu/departments/css/safetymanual.pdf>
Paper copies of the security report are available upon request from the Campus Safety & Security Office, (828) 327-7000, extension 4197 or extension 4243.

This report includes information on the following related to the CVCC campus:

- Crime statistics
- Reporting crimes
- Security procedures and policies
- Law enforcement authority
- Programs and sessions which feature campus security procedures and individual “safe practices”
- Crime prevention programs
- College policies regarding alcoholic beverages, illegal drugs, and sexual assault protocol.

Equal Employment Opportunity