

**EAST ARKANSAS COMMUNITY COLLEGE
1700 NEWCASTLE ROAD
FORREST CITY, AR 72335
(870) 633-4480**

EMPLOYMENT APPLICATION FORM

Date: _____

Name: _____ Home Phone: _____

Address: _____
(Street or P.O.) (City) (State) (Zip)

Position(s) Desired: _____

Do you have credentials on file with a placement service? Yes No

If yes, where? _____
(Name of Institution, address, and zip code)

EDUCATION: Please provide the following information regarding schools you have attended.

| Name of School | Dates Attended | | Location | Date of Graduation | Degree | Major/Minor |
|----------------|----------------|----|----------|--------------------|--------|-------------|
| | From | To | | | | |
| | | | | | | |
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| | | | | | | |

List below college credit hours earned relating to the position for which you are applying.

| Subject | Number of Undergraduate Hours | | Number of Graduate Hours | |
|---------|-------------------------------|---------------|--------------------------|---------------|
| | Semester Hours | Quarter Hours | Semester Hours | Quarter Hours |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

PREVIOUS EXPERIENCE: Please provide the following information concerning previous experience which relates to the position for which you are applying beginning with the most recent and listing in reverse chronological order.

| Type of Position | Where Employed | Dates | Supervisor |
|------------------|----------------|-------|------------|
| | | | |
| | | | |
| | | | |
| | | | |

Please check the type of employment for which application is being made:

Full-time Part-time Permanent Temporary Community Service

List other work experience and/or skills you consider significant:

List any honors, memberships or activities that you consider relevant to this application:

REFERENCES: List the names and addresses of three persons who know you and your abilities sufficiently well to serve as references.

| | | |
|----------|----------|----------|
| Name: | Name: | Name: |
| Address: | Address: | Address: |
| Phone: | Phone: | Phone: |

Person to be notified in case of emergency:

Name: _____ Relationship: _____

Home Address: _____ Home Phone: _____

Business Address: _____ Business Phone: _____

If the job for which you are applying requires different work hours or work on Saturdays, Sundays or holidays, are you willing to work such a schedule? Yes No

I understand that this employment application is not an offer of employment, but shows my interest in being employed in this position.

I hereby authorize East Arkansas Community College to contact any previous employers Yes No and/or any present employers Yes No.

To the best of my knowledge, the information given on this application form is true and correct. I further acknowledge that any false or misleading information on this application is just grounds for dismissal.

SIGNED: _____

If applying for instructional or administrative position, attach transcript of college work completed.

PERSONAL INFORMATION

Name: _____ Date of Birth: _____
(Month) (Day) (Year)

Age: _____ Sex: _____ Marital Status: _____

Place of Birth: _____
(City) (County) (State)

Race: (Please check one of the following)

- | | |
|----------------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> Alaskan Native | <input type="checkbox"/> Black (not of Hispanic origin) |
| <input type="checkbox"/> American Indian | <input type="checkbox"/> Hispanic |
| <input type="checkbox"/> Asian or Pacific Islander | <input type="checkbox"/> White (not of Hispanic origin) |

Are you a citizen of the U.S.? Yes No Social Security Number: _____

How did you learn of this position? _____

This information will be detached and held privileged and confidential. It will be used ONLY to monitor the Affirmative Action Program under the guidelines issued by the Equal Employment Opportunity Commission. EACC is an Equal Employment Agency.

Please complete and return this form to:

**Coordinator of Affirmative Action and Personnel Records
East Arkansas Community College
1700 Newcastle Road
Forrest City, AR 72335**