



Application For Employment

Scooba Campus
P. O. Box 158
Scooba, MS 39358

East Mississippi Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs & activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Mr. Mickey Stokes, Vice President for Student Services & Athletics, Davis Administration Building, P. O. Box 158, Scooba, MS 39358, 662-476-5068, mstokes@eastms.edu

(PLEASE PRINT)

Position Applied for:		Date of Application:	
How did you learn about us?			
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-in	<input type="checkbox"/> Employment Agency
<input type="checkbox"/> Relative	<input type="checkbox"/> Other		
Last Name	First Name	Middle	
_____	_____	_____	
Address	City	State	Zip Code
_____	_____	_____	_____
Telephone Number(s)		Social Security Number	
Day _____	Home _____	_____	

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? Yes No
If yes, give date _____

Have you ever been employed with us before? Yes No
If yes, give date _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because Of Visa or Immigration Status? Yes No
(Proof of citizenship or immigration status will be required upon employment)

On what date would you be available for work? _____

Are you available to work: Full-time Part Time Shift Work Temporary

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

Have you ever been convicted of a felony within the past seven years? Yes No

If Yes, please explain: _____

(Conviction will not necessarily disqualify an applicant from employment.)

EDUCATION:

	Elementary School					High School				Undergraduate College/University				Graduate/Professional			
	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4
Years Completed																	
Diploma/Degree																	
Describe Course of Study.																	
Describe any specialized training, apprenticeship, skills and extra-curricular activities.																	

Describe any honors you have received.																	

State any additional information you feel may be helpful to us in considering your application.																	

Indicate any foreign languages you can speak, read and/or write

	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

List professional, trade, business or civic activities and offices held.

You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, disability, or other protected status:

REFERENCES:

Give name, address and telephone number of three references who are not related to you and are not previous employers.

1. _____
2. _____
3. _____

Have you ever had any job-related training in the United States military? Yes No

If Yes, please describe: _____

EMPLOYMENT EXPERIENCE:

Start with your present or last job. Include any job-related military service assignment and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disability, or other protected status.

Employer Name:	Hourly Rate/Salary Job Title	Dates of Employment	Duties Performed:	Reason for Leaving:
Supervisor:				
Address:				
Phone Number:				

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(If you need additional space, please continue on a separate sheet of paper.)

