



Application for Employment

INSTRUCTIONS: We consider applicants for all positions without regard to race, color, age, religion, sex, marital status, disability, creed, gender identity and expression, familial status, national origin, ancestry, pregnancy or childbirth, U.S. military service, veteran status, domestic violence victim status, genetic predisposition or carrier status, criminal background-prior arrest or conviction record, or sexual orientation. Applications must be filled out completely to be considered. You will be contacted by FMCC if selected for an interview. Applicants are notified of hiring decisions by mail and specific reasons for employment decisions will not be released. We appreciate your interest in Fulton-Montgomery Community College.

DATE: _____

PERSONAL INFORMATION: (Please Print)

_____	_____	_____	_____
Last Name	First	Middle	Cell Telephone Number
_____			_____
Home Address			Home Telephone Number
_____	_____	_____	_____
City	State	Zip Code	Business Telephone Number
_____			_____
Home Email Address			Business Email Address

Position desired: _____

Are you currently employed? yes no

May we contact you at work? yes no

When will you be available to begin work? _____

Have you ever applied for employment with FM? yes no

If yes, month and year: _____

Have you ever previously been employed by FM? yes no

If yes, indicate position: _____

How did you learn of the position vacancy at FM? _____

Are you legally eligible for employment in the United States? yes no

Will you now or in the future require sponsorship for employment visa status (e.g., H-1B visa Status)? (If so, please understand that FMCC is unable to provide sponsorship.) yes no

Were you ever dismissed or discharged from any employment (other than lay-off)? yes no

Did you ever resign from any employment rather than face dismissal? yes no

For positions requiring operation of College vehicles: State of Driver License _____ License Number _____

Special training or skills (language, computer skills, etc.) _____

Did you ever serve in the Armed Forces of the United States? yes no

If so, please indicate branch, duties and special training: _____

Have you ever been convicted of any crime -felony or misdemeanor (see exceptions*)? yes no

If yes, attach a list of violations with dates of conviction and resultant penalties on a separate sheet of paper.

If you answered "YES" to any of the questions above, you may give specifics on a separate sheet. If you elect not to provide specifics, however, if such explanation is insufficient; a confidential investigation supplement may be sent to you.

EDUCATION HISTORY (Professional Staff Positions)

In the following section, list all higher education institutions attended beginning with your most recent. Please attach additional Institutions if the space provided is insufficient.

Institution	Dates of Attendance	Degree Earned or # of Credits earned	Academic Major

EMPLOYMENT HISTORY

In the following section, list all professional experience, beginning with your present or most recent position. Describe each position separately, experience relating to the position for which you are applying. If volunteer experiences are pertinent to your application, include them here; indicate "unpaid" for salary.

1) Position Title/Rank: _____ Start Date _____ End Date _____
Employer: _____ Immediate Supervisor: _____ Phone: _____
Address: _____
 No. Street City State Zip
Duties: _____
Reason for Leaving: _____
Check all that apply: ___ Full Time ___ Part Time _____ % of Time ___ Permanent ___ Temporary

2) Position Title/Rank: _____ Start Date _____ End Date _____
Employer: _____ Immediate Supervisor: _____ Phone: _____
Address: _____
 No. Street City State Zip
Duties: _____
Reason for Leaving: _____
Check all that apply: ___ Full Time ___ Part Time _____ % of Time ___ Permanent ___ Temporary

Position Title/Rank: _____ Start Date _____ End Date _____
3) Position Title/Rank: _____ Start Date _____ End Date _____
Employer: _____ Immediate Supervisor: _____ Phone: _____
Address: _____
 No. Street City State Zip
Duties: _____
Reason for Leaving: _____
Check all that apply: ___ Full Time ___ Part Time _____ % of Time ___ Permanent ___ Temporary

4) Position Title/Rank: _____ Start Date _____ End Date _____
 Employer: _____ Immediate Supervisor: _____ Phone _____
 Address: _____
 No. Street City State Zip
 Duties: _____
 Reason for Leaving: _____
 Check all that apply: ___ Full Time ___ Part Time _____ % of Time _____ Permanent _____ Temporary

5) Position Title/Rank: _____ Start Date _____ End Date _____
 Employer: _____ Immediate Supervisor: _____ Phone _____
 Address: _____
 No. Street City State Zip
 Duties: _____
 Reason for Leaving: _____
 Check all that apply: ___ Full Time ___ Part Time _____ % of Time _____ Permanent _____ Temporary

6) Position Title/Rank: _____ Start Date _____ End Date _____
 Employer: _____ Immediate Supervisor: _____ Phone _____
 Address: _____
 No. Street City State Zip
 Duties: _____
 Reason for Leaving: _____
 Check all that apply: ___ Full Time ___ Part Time _____ % of Time _____ Permanent _____ Temporary
 Please identify any gaps of employment greater than (3) months: _____

- Resumes may be attached to indicate additional experience or skills.

REFERENCES:
 Please provide the names, addresses, telephone numbers and email addresses of five (5) supervisory or professional (not personal) references. Your signature on this application form authorizes Fulton-Montgomery Community College to contact these references regarding your professional background and capabilities in relation to the position you are seeking.

1. Name/Title/Organization or relationship to you: _____
 Address: _____
 No. Street City State Zip
 Email Address: _____ Phone: _____

2. Name/Title/Organization or relationship to you: _____
 Address: _____
 No. Street City State Zip
 Email Address: _____ Phone: _____

3. Name/Title/Organization or relationship to you: _____
 Address: _____
 No. Street City State Zip
 Email Address: _____ Phone: _____

