

Application for Employment (Support Personnel)

General Instruction: It is important that you fill out this application completely. Attach a supplementary sheet with additional information if insufficient space is provided. *Please type or print*

I. Personal Data

Date	<input type="text"/>	Social Security Number	<input type="text"/>		
Name	<input type="text"/>	<input type="text"/>	<input type="text"/>		
	Last	First	Middle		
Present Address	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	Street	City	State	Zip	
Email Address	<input type="text"/>				
Home Phone	<input type="text"/>	Business Phone	<input type="text"/>	Cell Phone	<input type="text"/>
Permanent Address	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	Street	City	State	Zip	

Type of position applying for:

Are you applying for:

- Office - Secretarial / Clerical
- Business Office
- Maintenance / Repair
- Campus Police
- College Store
- Library Clerk / Technician
- Other:

- Full-time Position
- Part-time (check below)
- 9-months
- Other (explain)

- Either Full-time or Part-time

If accepted, how soon would you be available for work?

Do you have a relative employed by Panola College or who serves on the Panola College Board of Trustees?

Yes

No

If yes, please give the relative's name and relationship:

Have you ever been convicted, pled guilty or pled no contest to a felony offense?

Yes

No

If yes, explain nature of offense, fine sentence, etc. **IMPORTANT:** For purposes of employment with Panola College, "convictions" include sentenced to confinement, paid fine, time served, placed on probation (including deferred adjudication) and court-ordered restitution. *A conviction will not necessarily disqualify an applicant.*

Do you have a valid Texas driver's license?

Yes

No

License No.

Specify:

Operator

Commercial

Chauffeur

II. Education and Training

Dates Attended	Name and Location	Date(s) of Graduation	Degree	Major Area	Sem. Hrs.	Minor Area	Sem. Hrs.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

PBX Switchboard

Receptionist

Filing

Calculator

Adding Machine (10 Key)

Copy Machine

Print Shop

Security/Police Work

Audio Visual Equipment

Cashier

Retail Sales

Shorthand WPM

Typing WPM

Bookkeeping

Accounts Payable

Payroll

Word Processing

CRT / Data Entry

Computer Operator

Computer Programming

Cook/Food Preparation

Custodial

Groundskeeper

Dormitory Supervisor

Repair/Maintenance

Carpenter

Electrician

Plumber

Painter

Mechanic

Other Explain:

III. Employment History

Begin with your present or last position. Account for periods of unemployment of one year or more on supplemental sheet.

Name of Firm or Organization:	<input type="text"/>	From (Mo./Yr.)	<input type="text"/>	To (Mo./Yr)	<input type="text"/>
May we contact?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Annual Salary: Starting\$	<input type="text"/>	Final \$	<input type="text"/>
Street Address	<input type="text"/>	Phone	<input type="text"/>	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	
City & State	<input type="text"/>	Zip	<input type="text"/>	Title	<input type="text"/>
Name & Title of Immediate Supervisor:	<input type="text"/>	Description of Duties:	<input type="text"/>		
Reason for Leaving:	<input type="text"/>				

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Street Address	<input type="text"/>	Phone	<input type="text"/>	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	
City & State	<input type="text"/>	Title	<input type="text"/>		
Name & Title of Immediate Supervisor:	<input type="text"/>	Description of Duties:	<input type="text"/>		
Reason for Leaving:	<input type="text"/>				

Name of Firm or Organization:	<input type="text"/>	From (Mo./Yr.)	<input type="text"/>	To (Mo./Yr)	<input type="text"/>
May we contact?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Annual Salary: Starting\$	<input type="text"/>	Final \$	<input type="text"/>
Street Address	<input type="text"/>	Phone	<input type="text"/>	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	
City & State	<input type="text"/>	Title	<input type="text"/>		
Name & Title of Immediate Supervisor:	<input type="text"/>	Description of Duties:	<input type="text"/>		
Reason for Leaving:	<input type="text"/>				

Name of Firm or Organization: From (Mo./Yr.) To (Mo./Yr)

May we contact? Yes No Annual Salary: Starting\$ Final \$

Street Address Phone Full-Time Part-Time

City & State Title

Name & Title of Immediate Supervisor: Description of Duties:

Reason for Leaving:

Name of Firm or Organization: From (Mo./Yr.) To (Mo./Yr)

May we contact? Yes No Annual Salary: Starting\$ Final \$

Street Address Phone Full-Time Part-Time

City & State Title

Name & Title of Immediate Supervisor: Description of Duties:

Reason for Leaving:

IV. Military Experience

Are you a Veteran? Yes No If yes, do you claim Veterans' preference? (Must provide form DD--214) Yes No

Are you a surviving spouse of a veteran who has not remarried? Yes No

Are you an orphan of a veteran (if veteran was killed while on active duty)? Yes No

V. References

List four references other than employers or relatives who have knowledge of your character, personality, abilities, etc.

Full Name	Business or Home Address	Phone	Occupation

VI. Other Information

List other qualifications you possess which might enhance your application.

I certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge. I understand that false statements herein are sufficient grounds for rejection of this application or for dismissal from the institution's service

Signed: _____ Date: _____

Send Application with Resume and College Transcripts to:

Panola College - Office of Human Resources
1109 West Panola Street
Carthage, Texas 75633

Panola College is an Equal Opportunity Institution that provides educational and employment opportunities on the basis of merit and without discrimination because of race, color, religion, sex, age, national origin, veteran status, disability or genetic information.