



Wharton County Junior College

911 Boling Highway • Wharton, Texas 77488 • (979) 532-4560

Dear Prospective Applicant:

Please read the following instructions and information before filling out the enclosed forms.

1. Applicants must apply directly to Human Resources Department for each advertised full-time and part-time position. Applications may be turned in to the Human Resources Department in person, sent by mail or faxed to 979/532-6928.
2. A completed application packet must be received in the Human Resource Department by 5:00 p.m. on the closing date of the position to be considered for advertised position.
3. Wharton County Junior College's employment procedures require that all applicants have a complete applicant packet to be considered for a position. An applicant packet returned to the Human Resources Department must contain the following items:

Administrative & Faculty Positions:

- | | |
|---|--|
| a. Official Signed Application | d. Letter of Interest |
| b. Resume | e. All Transcripts |
| c. Signed <i>Employee Reference Form</i> | f. Signed <i>Applicant Pre-Employment Authorization for Criminal Background Check</i> |

Staff Positions:

- | | |
|---|--|
| a. Official Signed Application | d. Signed <i>Applicant Pre-Employment Authorization for Criminal Background Check</i> |
| b. Transcript (If required on Job Posting Notice) | |
| c. Signed <i>Employee Reference Form</i> | |

4. Complete all sections of the application by printing or typing; answer all questions completely and honestly. Applications found to contain false statements will be refused or removed from consideration, and constitute grounds for employee termination.
5. A resume is not acceptable in lieu of a completed application (Note: "See Resume" on application is not acceptable.) A resume is required in addition to the official application for all faculty, professional and administrative positions.
6. The Letter of Interest should identify the position title and Job Posting Number (if applying for an advertised full-time).
7. The *Applicant Pre-Employment Authorization for Criminal Background Check* must be completed and submitted with the other documents for an application to be considered for a position.
8. A completed and signed *Employee Reference Form*. Copies of this form will be used when contacting references regarding prior job experience and character references.
9. Applicants must submit undergraduate and graduate transcripts. Photocopies may accompany the application form, but official transcripts are required to be sent to WCJC directly from the institution at the time of employment.
10. Applications must be updated once a year. You may update your application with a resume or letter of interest for each position.
11. The Immigration Reform and Control Act of 1986 requires verification of employment authorization and identity. Verification is required at time of employment.
12. Wharton County Junior College is an equal opportunity, affirmative action institution and abides by all state and federal non-discrimination laws.

Thank you for your interest in employment at Wharton County Junior College.

Human Resources Department
www.wcjc.edu