

Applicant Name

(Please Print)

First

Middle

Last Name



*Wharton County  
Junior College*

**Human Resources Department**

911 Boling Highway

Wharton, TX 77488

979/532-6947

800/561-9252, Ext. 6947

[www.wcjc.edu](http://www.wcjc.edu)

***Wharton County Junior College is an Equal Opportunity/Affirmative Action Employer.***

It is the institution's policy, in compliance with Title IX as implemented, to provide equal employment opportunities without regard to race, color, religion, national origin, gender, age or disability. Questions regarding employment practices may be directed to the Director of Human Resources Department, WCJC, 911 Boling Highway, Wharton, TX 77488, or to the Director, OCR, Department of HEW, Washington, D.C. 20201.



### FORMAL EDUCATION

List schools, colleges and universities attended. Other professional preparation may also be included.  
**FACULTY AND ADMINISTRATIVE\* STAFF:** State degree(s) earned and enclose unofficial transcripts with this application.  
 \*(Unofficial transcripts must accompany application if required on Administrative Job Posting Notice).

|   |   |   |  |  |
|---|---|---|--|--|
| E<br>D<br>U<br>C<br>A<br>T<br>I<br>O<br>N | <b>School</b>   | <b>Graduated</b>  | <b>Completed<br/>Diploma, Degree or<br/>Certificate</b>          | <b>Course Study</b>                            |
|   | High School/GED   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <input type="checkbox"/> Diploma<br><input type="checkbox"/> GED |  |
|   | City _____ State _____                                      |   |  |  |
|   | College/University 1  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <u>Degree/<br/>Certificate Earned:</u><br>_____                  | Major/# Graduate Hrs.<br>Minor/# Graduate Hrs. |
|   | City _____ State _____                                      |   |  |  |
|   | College/University 2  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <u>Degree/<br/>Certificate Earned:</u><br>_____                  | Major/# Graduate Hrs.<br>Minor/# Graduate Hrs. |
|   | City _____ State _____                                      |   |  |  |
|   | Graduate School   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <u>Degree/<br/>Certificate Earned:</u><br>_____                  | Major/# Graduate Hrs.<br>Minor/# Graduate Hrs. |
| City _____ State _____                    |   |   |  |  |
| Other                                     | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <u>Degree/<br/>Certificate Earned:</u><br>_____             | Program  |  |
| City _____ State _____                    |   |   |  |  |

Please circle last full year of school completed:     
 9 10 11 12     
 1 2 3 4     
 1 2 3 4  
High School     
College/Business     
Graduate/Professional

### VOCATIONAL TRAINING

List related vocation training or other occupational courses, other than courses on your transcript.

|             |                    |                          |              |                       |
|-------------|--------------------|--------------------------|--------------|-----------------------|
| V<br>O<br>C | <b>Institution</b> | <b>Courses Completed</b> | <b>Hours</b> | <b>Date Completed</b> |
|             |                    |                          |              |                       |
|             |                    |                          |              |                       |
|             |                    |                          |              |                       |

### LICENSES/PROFESSIONAL CERTIFICATES/OTHER AUTHORIZATIONS

List licenses, certificates or other authorizations you hold in a trade or profession.

|                                      |   |                       |                            |              |   |
|--------------------------------------|---|-----------------------|----------------------------|--------------|---|
| L<br>I<br>C<br>E<br>N<br>S<br>E<br>S | <b>Type of License, Certificate,<br/>or Other Authorization</b> | <b>License Number</b> | <b>Expiration<br/>Date</b> | <b>State</b> | <b>Granted by<br/>(Licensing Board)</b> |
|                                      |   |                       |                            |              |   |
|                                      |   |                       |                            |              |   |
|                                      |   |                       |                            |              |   |
|                                      |   |                       |                            |              |   |

## EMPLOYMENT

Please provide complete full-time and part-time employment records. Start with your current or most recent employment.

EMPLOYMENT HISTORY

|  |  |  |                              |   |  |
|--|--|--|------------------------------|---|--|
| <b>Name of Company</b>   |  | <b>Date Started</b> (mm-dd-yy)               | <b>Date Left</b> (mm-dd-yy)  | <input type="checkbox"/> <b>Part -Time</b><br><input type="checkbox"/> <b>Full-Time</b> |  |
| <b>Address - Street</b>  |  | <b>City</b>                                  | <b>State</b>                 | <b>Zip</b>  |  |
| <b>Area Code and Phone</b>   |  | <b>Supervisor</b>                            | <b>Supervisor's Position</b> |   |  |
| <b>Job Title</b>   |  | <b>Number of Employees Supervised by you</b> |                              |   |  |
| <b>Contract Length</b><br><input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 |  | <b>Ending Yearly Salary</b><br>\$            |                              |   |  |
| <b>Duties</b>  |  | <b>Reason for Leaving</b>                    |                              |   |  |
|  |  |  |                              |   |  |
| <b>Name of Company</b>   |  | <b>Date Started</b> (mm-dd-yy)               | <b>Date Left</b> (mm-dd-yy)  | <input type="checkbox"/> <b>Part -Time</b><br><input type="checkbox"/> <b>Full-Time</b> |  |
| <b>Address - Street</b>  |  | <b>City</b>                                  | <b>State</b>                 | <b>Zip</b>  |  |
| <b>Area Code and Phone</b>   |  | <b>Supervisor</b>                            | <b>Supervisor's Position</b> |   |  |
| <b>Job Title</b>   |  | <b>Number of Employees Supervised by you</b> |                              |   |  |
| <b>Contract Length</b><br><input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 |  | <b>Ending Yearly Salary</b><br>\$            |                              |   |  |
| <b>Duties</b>  |  | <b>Reason for Leaving</b>                    |                              |   |  |
|  |  |  |                              |   |  |
| <b>Name of Company</b>   |  | <b>Date Started</b> (mm-dd-yy)               | <b>Date Left</b> (mm-dd-yy)  | <input type="checkbox"/> <b>Part -Time</b><br><input type="checkbox"/> <b>Full-Time</b> |  |
| <b>Address - Street</b>  |  | <b>City</b>                                  | <b>State</b>                 | <b>Zip</b>  |  |
| <b>Area Code and Phone</b>   |  | <b>Supervisor</b>                            | <b>Supervisor's Position</b> |   |  |
| <b>Job Title</b>   |  | <b>Number of Employees Supervised by you</b> |                              |   |  |
| <b>Contract Length</b><br><input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 |  | <b>Ending Yearly Salary</b><br>\$            |                              |   |  |
| <b>Duties</b>  |  | <b>Reason for Leaving</b>                    |                              |   |  |
|  |  |  |                              |   |  |
| <b>Name of Company</b>   |  | <b>Date Started</b> (mm-dd-yy)               | <b>Date Left</b> (mm-dd-yy)  | <input type="checkbox"/> <b>Part -Time</b><br><input type="checkbox"/> <b>Full-Time</b> |  |
| <b>Address - Street</b>  |  | <b>City</b>                                  | <b>State</b>                 | <b>Zip</b>  |  |
| <b>Area Code and Phone</b>   |  | <b>Supervisor</b>                            | <b>Supervisor's Position</b> |   |  |
| <b>Job Title</b>   |  | <b>Number of Employees Supervised by you</b> |                              |   |  |
| <b>Contract Length</b><br><input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 |  | <b>Ending Yearly Salary</b><br>\$            |                              |   |  |
| <b>Duties</b>  |  | <b>Reason for Leaving</b>                    |                              |   |  |

*List additional work history on a separate sheet if not on resume*

**Have you ever been terminated, had your contract non-renewed, or resigned in lieu of termination of non-renewal from any position?**  Yes  No If yes, please explain the circumstances: \_\_\_\_\_

**May we contact all employers/supervisors listed?**  Yes  No **Indicate exceptions:**

## FACULTY APPLICANTS ONLY

Please list all of the courses you have taught in the discipline for which you are applying.

| T<br>E<br>A<br>C<br>H<br>I<br>N<br>G | Dates |    | Course Information |              |
|--------------------------------------|-------|----|--------------------|--------------|
|                                      | From  | To | Course Number      | Course Title |
|                                      |       |    |                    |              |
|                                      |       |    |                    |              |
|                                      |       |    |                    |              |
|                                      |       |    |                    |              |

*List additional courses taught on separate sheet.*

## SKILLS AND ABILITIES

Check any skills you have developed through your education and training or through work experiences.

**Indicate below specific skills and abilities that relate to the position for which you are applying.**

|  |  |            |   |            |                       |            |
|--|--|------------|---|------------|-----------------------|------------|
| S<br>K<br>I<br>L<br>L<br>S   | <b>Languages spoken fluently:</b>  |            | <b>Languages written fluently:</b>                    |            |                       |            |
|  | <b>Software packages used proficiently:</b>  |            |   |            |                       |            |
|  | <b>Microsoft Products</b> Word <input type="checkbox"/> Excel <input type="checkbox"/> Access <input type="checkbox"/> PowerPoint <input type="checkbox"/> Windows 2003 <input type="checkbox"/> Windows XP <input type="checkbox"/><br>Windows Vista <input type="checkbox"/> FrontPage <input type="checkbox"/> Publisher <input type="checkbox"/> Outlook <input type="checkbox"/> <b>Adobe Products</b> Acrobat <input type="checkbox"/> Reader <input type="checkbox"/> |            |   |            |                       |            |
|  | <b>Other Software Packages</b> (please list) _____   |            |   |            |                       |            |
|  | <b>SKILLS INVENTORY</b>  |            |   |            |                       |            |
|  | <b>Clerical</b>  |            | <b>Professional</b>                                   |            | <b>Skilled Crafts</b> |            |
|  | Bookkeeping  | # of years | Accounting  | # of years | Carpentry             | # of years |
|  | Data Entry   | # of years | Drafting  | # of years | Electrical            | # of years |
|  | Editing  | # of years | Interviewing  | # of years | Painting              | # of years |
|  | Filing   | # of years | Management  | # of years | Plumbing              | # of years |
|  | Speedwriting   | # of years | Programming Languages (Explain and state # of years): |            |                       |            |
|  | 10 Key Calculator  | # of years |   |            |                       |            |
|  | Switchboard  | # of years |   |            |                       |            |
|  | <b>Facilities Management</b>   |            | Statistics (Explain):                                 |            |                       |            |
|  | Custodial  | # of years | Professional Writing (Explain):                       |            |                       |            |
| Groundskeeping   | # of years   |            |   |            |                       |            |
| Maintenance  | # of years   |            |   |            |                       |            |
| <b>Please list any skills you may have which relate to the position for which you are applying (include U.S. Armed Forces where applicable).</b> |  |            |   |            |                       |            |
| _____  |  |            |   |            |                       |            |
| _____  |  |            |   |            |                       |            |
| _____  |  |            |   |            |                       |            |
| _____  |  |            |   |            |                       |            |

## PERSONAL BUSINESS REFERENCES

Please list five references that are not related to you, including three former employers or supervisors.  
**FACULTY:** If a placement file is available, have it mailed directly to the Human Resources Department.  
 Three professors may be substituted for former employers or supervisors.

| <b>R<br/>E<br/>F<br/>E<br/>R<br/>E<br/>N<br/>C<br/>E<br/>S</b> | Name and Address | Relationship | Phone Number |
|--|------------------|--------------|--------------|
|  |                  |              |              |
|  |                  |              |              |
|  |                  |              |              |
|  |                  |              |              |
|  |                  |              |              |

### AUTHORITY TO WORK IN THE UNITED STATES

It is the intention of Wharton County Junior College to hire only legally authorized workers. In compliance with the Immigration Reform and Control Act of 1986, all employees hired after 11/06/86 are required to provide proof of identity and employment eligibility at the time employment is extended.

### *All Applicants must read and sign the following statement*

#### APPLICANT'S STATEMENT

I certify that answers given are true and complete to the best of my knowledge. I understand that any false and/or misleading statements or omissions made by me in my application or interview (s) may result in my not being considered for employment, or in the event of employment, false information may result in my discharge.

I authorize WCJC to investigate the truthfulness of all statements made in the application, and any information or facts resulting from the investigation, through whatever means deemed appropriate by the College. I hereby, authorize, without reservation, any individual, company, firms, corporation, public agency, or any federal, state, or local law enforcement agency to divulge any and all information pertaining to me to WCJC, or to its employee or agents. In addition, I authorize the complete release of any records or data pertaining to me which the above named parties may have, including information or data received from other sources. Also, I authorize WCJC to discuss the results of the investigation among other college officials involved in the hiring process.

I acknowledge that consideration for employment with WCJC is contingent on a thorough and comprehensive investigation of my background. I further understand that the scope of the background investigation may include the following:

Verification of employment history, including and all personnel files; education/training records; character reference; criminal arrests and conviction records; criminal and civil court records, birth and citizenship records, vehicle registration records; credit history; and any other public record.

I understand, if hired, that I am required to abide by all policies, procedures, rules and regulations of WCJC. I acknowledge WCJC's prerogative of revising, at any time, its policies, procedures, rules and regulations and I agree to abide and be governed by such revisions.

This application will be considered if it is completed, signed and dated below.

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

(Application must be signed for employment consideration.)

**INCOMPLETE APPLICATION PACKETS WILL NOT BE ACCEPTED OR PROCESSED.**