



EMPLOYMENT

A P P L I C A T I O N

Your Community's College



Name: _____
Date: _____
Position Desired: _____
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Adjunct <input type="checkbox"/> Temporary
(This section for GRCC Staff use only.)
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Dean/Assistant Dean: _____
Signature: _____
Date: _____
Department: _____
Start Date: _____

Personal History

Name (Last) _____ (First) _____ (Middle Initial) _____
Present Street Address _____ Phone (_____) _____
City/State/ZIP _____ E-mail Address _____
Social Security Number _____

Are you a U.S. Citizen? Yes No If not, do you have the proper documentation which allows you to work in the U.S? Yes No
If not, have you the legal right to remain permanently in the U.S? Yes No

Are you over the age of 18? Yes No (If you are under the age of 18, you may need to supply the College with a work permit.
Your hours of work are limited to those permitted by law.)

Have you ever been employed here before? Yes No If yes, in what capacity? _____

Are any members of your immediate family employed at GRCC? Yes No If so, Who? _____

Will driving a vehicle be required for this position? No Yes If yes, do you have a valid (Michigan) operator's license? Yes No
License Number _____ Expiration Date _____

Educational History

Type	School	Location	Major/Minor	Certificate, License, or Degree Granted*
Certificate				
License				
Undergraduate				
Graduate				
Other				

* If your position requires Certification or Licensure through the State of Michigan, do you have the appropriate certification of licensure for the position for which you have applied. No Yes If yes, License/Registration/Certification Number _____ Expiration Date _____

Current and Former Employers

List below your last three employers, starting with the most recent one first.

Your current employer will only be contacted if you are a finalist for the position for which you have applied.

Name of Current/Most Recent Employer _____ Name of Supervisor _____
Street Address _____ Title _____
City/State/ZIP _____ Phone (_____) _____
Job Title _____ Salary/Hourly Rate _____ Start Date _____ Leave Date _____
Description of work _____
Reason for leaving _____
 I would like to be informed before GRCC contacts my current supervisor.

Name of Past Employer _____ Name of Supervisor _____
Street Address _____ Title _____
City/State/ZIP _____ Phone (_____) _____
Job Title _____ Salary/Hourly Rate _____ Start Date _____ Leave Date _____
Description of work _____
Reason for leaving _____

Name of Past Employer _____ Name of Supervisor _____
Street Address _____ Title _____
City/State/ZIP _____ Phone (_____) _____
Job Title _____ Salary/Hourly Rate _____ Start Date _____ Leave Date _____
Description of work _____
Reason for leaving _____

Experience

List experiences you consider relevant to part-time/adjunct instruction in a community college setting.

School College/University Other Institution	City/State	Educational Level of Instruction	Subjects/Courses Taught	Start/End Dates

Part-Time/Adjunct Instruction

List subject areas or courses you are interested in teaching at GRCC. Be specific and attach separate sheet if desired.

List Primary Teaching Fields and Related Qualifications	List Secondary Teaching Fields and Related Qualifications

Please indicate when you are available:

- Fall Semester (August-December) Winter Semester (January-May) 1st Summer Session (May-June) 2nd Summer Session (July-August)

Please check ALL times you are generally available:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<input type="checkbox"/> 7-12 a.m.	<input type="checkbox"/> 7-12 a.m.	<input type="checkbox"/> 7-12 a.m.	<input type="checkbox"/> 7-12 a.m.	<input type="checkbox"/> 7-12 a.m.	<input type="checkbox"/> 7-12 a.m.	<input type="checkbox"/> 7-12 a.m.
<input type="checkbox"/> 12-5 p.m.	<input type="checkbox"/> 12-5 p.m.	<input type="checkbox"/> 12-5 p.m.	<input type="checkbox"/> 12-5 p.m.	<input type="checkbox"/> 12-5 p.m.	<input type="checkbox"/> 12-5 p.m.	<input type="checkbox"/> 12-5 p.m.
<input type="checkbox"/> 5-10 p.m.	<input type="checkbox"/> 5-10 p.m.	<input type="checkbox"/> 5-10 p.m.	<input type="checkbox"/> 5-10 p.m.	<input type="checkbox"/> 5-10 p.m.	<input type="checkbox"/> 5-10 p.m.	<input type="checkbox"/> 5-10 p.m.

Professional References

Give the names of three persons you are not related to whom you have known at least one year.

Name	Phone	E-mail Address	How do you know this person?	Years Acquainted?

Military Service

Branch of Service _____ Dates of Service _____

List experience and special education received while in the military that is relevant to the position for which you have applied.

Other

(Affirmative responses are not an absolute bar to employment. GRCC will evaluate to determine whether or not it is related to the job for which you have applied or if there is a legitimate business reason to bar employment due to the nature of the work.)

Have you ever been convicted of a crime? Yes No (A conviction means a plea of guilty, no contest, or a finding of guilt by a court of law to either a misdemeanor or felony.)

Are there any felony charges pending against you? Yes No When and where did the offense occur? _____

If yes to either conviction data or felony charges, please indicate the nature of the charge. _____

Are there any pending court dates? Yes No If so, please explain. _____

Authorization and Acknowledgement

- I understand that the College may choose to further investigate my background and the information I have provided in this application. My signature below is my authorization to the College to investigate all of the references I have listed, my current employer and previous employers, and to conduct a criminal background on me. I also authorize all of the references, current employer, previous employers, and law enforcement agencies to release any and all information they may have regarding me, my current employment, previous employment, or association with them including attendance and disciplinary records. I waive any notice that employment information is being provided and I release all references and law enforcement from any liability for providing information to the College upon its request.
- I understand that the College may choose to further investigate my background and the information I have provided in this application. My signature below is my authorization to the College to investigate all of the references I have listed, my previous employers, and to conduct a criminal background on me. I also authorize all of the references, previous employers, and law enforcement agencies to release any and all information they may have regarding me, my previous employment, or association with them including attendance and disciplinary records. I waive any notice that employment information is being provided and I release all references and law enforcement from any liability for providing information to the College upon its request.
- If applying for a position that requires driving, I will provide a copy of my certified driving record from the Secretary of State for the State of Michigan. I agree to immediately notify GRCC in writing of any restriction, suspension, or revocation of my license by the Secretary of State or any court of law.
- I understand that in connection with my application I may be required to submit to pre-employment drug testing and that any offer of employment is contingent upon my passing a physical examination and drug test. Further, I understand that if I drive a College-owned motor vehicle or am required to drive as part of my duties, I may be subject to random drug testing by the College. I hereby authorize the persons conducting and analyzing any drug test to release the results to the College. I hereby waive and release the testing agency and GRCC from any and all liability arising from the testing, analysis of test results or decisions made regarding my employment or termination of employment as a result of the test. I understand that my refusal to consent or cooperate in the taking of a drug test or receiving a positive test result will preclude further consideration of employment with GRCC. If I am already employed, it will result in termination of my employment.
- I understand that if I have a disability which requires accommodation in order for me to perform the job I am applying for, I must notify the College of that need within 182 days after I knew or reasonably should have known that an accommodation was needed. Failure to do so will prevent me from claiming that the College failed to accommodate my disability.
- If selected for hire, I understand that in order to be employed by the College, I must verify that I am authorized to work under the Immigration Reform and Control Act of 1986.
- If I accept employment with the College, I agree to accept all fringe benefits when eligible as provided now and in the future. I understand that it will be my responsibility to provide verification of eligibility as well as information regarding mailing address, telephone numbers or contact arrangements, withholding exemptions, and dependent information. The College may rely on the most recent information I have provided.
- I understand and agree that no representative of the College, other than the President or Director of Human Resources, has any authority to enter into any agreement for employment for any specific or indefinite period of time, or to make any agreement contrary to the applicable policies and/or collective bargaining agreements. Any such agreement made by the President or Director of Human Resources must be made in writing to be effective. All employment that is not part of an express written contractual agreement is “at will.”

I affirm that all the information contained in this application is accurate and complete. I understand and agree that any falsification, misrepresentation, or omission herein may result in refusal of, or immediate dismissal from employment.

Signature _____ Date _____

Please return application to: Human Resources Office
Grand Rapids Community College
143 Bostwick Avenue, NE
Grand Rapids, MI 49503-3295

Grand Rapids Community College is an equal opportunity institution and does not discriminate on the basis of gender, race, color, national origin, religion, height, weight, age, marital status, disability, sexual orientation, status as a disabled veteran or Vietnam Era veteran, and/or any other legally protected class not heretofore mentioned, in any of its educational programs and activities, including admissions and employment.

The above measures, in conjunction with other related state laws and the College's policies and procedures, will assure all individuals opportunity for consideration or redress of complaints of illegal discrimination. Affirmative Action, Equal Employment Opportunity, and Americans with Disabilities Act information may be obtained from the Director of Labor Relations & EEO/AA, 404A CPP, 143 Bostwick Avenue NE, Grand Rapids, Michigan 49503-3295. Telephone (616) 234-3453. GRCC37-3/06