



# EMPLOYMENT APPLICATION

411 NORTH FRONT STREET • WILMINGTON, NORTH CAROLINA 28401-3910  
 PHONE (910)362-7312 • FAX (910)362-7259 • website <http://www.cfcc.edu/jobs/>

DATE \_\_\_\_\_

**SPECIFIC TITLE OF**  
**1. POSITION APPLIED FOR** \_\_\_\_\_ **PVA#** \_\_\_\_\_  
 (A **SEPARATE** APPLICATION FORM MUST BE COMPLETED FOR **EACH** POSITION FOR WHICH YOU ARE APPLYING.)

Are you available to work  
 FULL-TIME  PART-TIME  9 MONTHS  12 MONTHS  
 (for teaching positions only)

**2. PERSONAL DATA** SOCIAL SECURITY NUMBER \_\_\_\_\_ — —

NAME \_\_\_\_\_  
 LAST FIRST MIDDLE MAIDEN

PREFERRED NAME \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

ADDRESS \_\_\_\_\_  
 STREET NUMBER OR PO BOX CITY STATE ZIP

TELEPHONE: HOME( ) \_\_\_\_\_ WORK( ) \_\_\_\_\_

**HAVE YOU EVER BEEN CONVICTED OF AN OFFENSE AGAINST THE LAW OTHER THAN A MINOR TRAFFIC VIOLATION?**  
 (If yes, explain fully on an additional sheet.) (A conviction does not mean you cannot be hired. The offense and how recently you were convicted will be evaluated in relation to the job for which you are applying.)  
 YES  NO

Have you filled out an application here before?  YES  NO Have you worked here before?  YES  NO

WHEN \_\_\_\_\_ POSITION \_\_\_\_\_  
 List names and relationships of any family members who work here.

**3. EDUCATION**

A copy of transcripts, licensure or certification as applicable is required before this application can be processed.

Circle Highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 GED College 1 2 3 4 Graduate School 1 2 3 4

Schools	Name and Location	Graduate	Major/Minor Course Work	Type of Degree Received	FOR PERSONNEL USE ONLY
High School		Yes No			NSI INR IRNS W
Technical School/College		Yes No			
College(s) University(ies)		Yes No			
Graduate or Professional		Yes No			
Other Education		Yes No			

Licenses and Certifications. Give dates and sources of issuance. \_\_\_\_\_

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**4. EMPLOYMENT EXPERIENCE** A resume may not be used as a substitute but may be attached.

For each position, indicate number of people you supervised if any and type of supervision (ex. Line, functional, technical). In listing prior work experience, include military and volunteer service. Use additional paper if more space is needed.

Present or Last Employer \_\_\_\_\_ Job Title \_\_\_\_\_

Employer's Address \_\_\_\_\_ Supervisor \_\_\_\_\_ Telephone \_\_\_\_\_

Dates Worked: From \_\_\_\_\_ to \_\_\_\_\_  Full-time \_\_\_\_\_  
month / year month / year Total Number Years / Months

Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_  Part-time \_\_\_\_\_  
Total Number Years / Months

Duties: \_\_\_\_\_  
Number of hours per week

Reason for Leaving: \_\_\_\_\_

If currently working here, may we contact this employer for a reference?  YES  NO

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Next Employer \_\_\_\_\_ Job Title \_\_\_\_\_

Employer's Address \_\_\_\_\_ Supervisor \_\_\_\_\_ Telephone \_\_\_\_\_

Dates Worked: From \_\_\_\_\_ to \_\_\_\_\_  Full-time \_\_\_\_\_  
month / year month / year Total Number Years / Months

Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_  Part-time \_\_\_\_\_  
Total Number Years / Months

Duties: \_\_\_\_\_  
Number of hours per week

Reason for Leaving: \_\_\_\_\_

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Next Employer \_\_\_\_\_ Job Title \_\_\_\_\_

Employer's Address \_\_\_\_\_ Supervisor \_\_\_\_\_ Telephone \_\_\_\_\_

Dates Worked: From \_\_\_\_\_ to \_\_\_\_\_  Full-time \_\_\_\_\_  
month / year month / year Total Number Years / Months

Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_  Part-time \_\_\_\_\_  
Total Number Years / Months

Duties: \_\_\_\_\_  
Number of hours per week

Reason for Leaving: \_\_\_\_\_

Next Employer \_\_\_\_\_ Job Title \_\_\_\_\_

Employer's Address \_\_\_\_\_ Supervisor \_\_\_\_\_ Telephone \_\_\_\_\_

Dates Worked: From \_\_\_\_\_ to \_\_\_\_\_  
month / year month / year  Full-time \_\_\_\_\_  
Total Number Years / Months

Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_  Part-time \_\_\_\_\_  
Total Number Years / Months

Duties: \_\_\_\_\_  
Number of hours per week

Reason for Leaving: \_\_\_\_\_

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Next Employer \_\_\_\_\_ Job Title \_\_\_\_\_

Employer's Address \_\_\_\_\_ Supervisor \_\_\_\_\_ Telephone \_\_\_\_\_

Dates Worked: From \_\_\_\_\_ to \_\_\_\_\_  
month / year month / year  Full-time \_\_\_\_\_  
Total Number Years / Months

Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_  Part-time \_\_\_\_\_  
Total Number Years / Months

Duties: \_\_\_\_\_  
Number of hours per week

Reason for Leaving: \_\_\_\_\_

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Next Employer \_\_\_\_\_ Job Title \_\_\_\_\_

Employer's Address \_\_\_\_\_ Supervisor \_\_\_\_\_ Telephone \_\_\_\_\_

Dates Worked: From \_\_\_\_\_ to \_\_\_\_\_  
month / year month / year  Full-time \_\_\_\_\_  
Total Number Years / Months

Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_  Part-time \_\_\_\_\_  
Total Number Years / Months

Duties: \_\_\_\_\_  
Number of hours per week

Reason for Leaving: \_\_\_\_\_

## 5. OTHER QUALIFICATIONS AND TRAINING

Describe other special qualifications; skills with tools, machines, and equipment; and courses, workshops, or other training which relate to the position for which you are applying.

CFCC does not pay for interview travel costs and/or relocation.

Applicants for faculty positions who accept an interview will be asked to demonstrate proficiency in oral and written communications in the language in which assigned courses will be taught.

Applicants for positions which require a specific degree, certification, or license will be required to have official transcripts or documentation on file with the College prior to their hire date.

Security checks are required for all applicants who accept regular employment and for applicants who accept certain part-time employment. Proof of citizenship or immigration status will be required of all applicants upon employment.

### **A SEPARATE APPLICATION IS REQUIRED FOR EACH POSITION FOR WHICH YOU APPLY**

#### **AGREEMENT**

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for Employment as may be necessary in arriving at an employment decision. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all policies and procedures of Cape Fear Community College.

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SIGNATURE

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DATE

Cape Fear Community College is an affirmative action/equal opportunity employer, making selections on the basis of knowledge, skills and abilities without regard to race, color, religion, national origin, sex, age or other non-relevant factors.

# EQUAL OPPORTUNITY INFORMATION

The information requested below is to help us determine how well our recruiting efforts are reaching all segment of the population. It will in no way affect you as an applicant. **SUBMISSION IS VOLUNTARY.**

## DATE OF BIRTH

Month Day Year

**SEX**     Male     Female

**ETHNICITY:** 1. Hispanic / Latino  
 Yes     No

**RACE:** 2. Select one or more:  
 American Indian or Alaskan native  
 Asian  
 Black or African American  
 Native Hawaiian or other Pacific Islander  
 White

**HANDICAP:** A handicap is any impairment which substantially limits a major life function. This information is optional. Failure to provide it will not subject you to any adverse treatment. It will be maintained confidentially.

- Visual impairment/ Blindness
- Hearing impairment/ Deafness
- Cardiovascular disorder
- Emotional/ Mental disorder
- Nervous System/ neurological disorder (ex. Epilepsy)
- Respiratory impairment
- Loss or impairment of upper or lower limbs
- Disabling diseases (arthritis, diabetes, etc.)
- Other (explain) \_\_\_\_\_

**VETERAN IDENTIFICATION:** It shall be the policy of the Cape Fear Community College that, in appreciation for their service to this State and this country during a period of war, and in recognition of the time and advantage lost toward the pursuit of a civilian career, eligible veterans shall be granted preference in employment with CFCC when the qualifications and experience of the final candidates for a position are generally equal.

(1) "A period of war" includes World War I (April 16, 1917, through November 11, 1918), World War II (December 7, 1941, through December 31, 1946), the Korean Conflict (June 27, 1950, through January 31, 1955), the period of time between January 31, 1955, and the end of the hostilities in Vietnam (May 7, 1975), or any other campaign, expedition, or engagement for which a campaign badge or medal is authorized by the United States Department of Defense.

(2) "Veteran" means a person who served in the Armed Forces of the United States on active duty, for reasons other than training, and has been discharged under other than dishonorable conditions.

(3) "Eligible veteran" means:

- A veteran who served during a period of war; or
- The spouse of a disabled veteran; or
- The surviving spouse or dependent of a veteran who dies on active duty during a period of war either directly or indirectly as the result of such service; or
- A veteran who suffered a disabling injury for service-related reasons during peacetime; or
- The spouse of a veteran described in subdivision d. of this subsection; or
- The surviving spouse or dependent of a person who served in the Armed Forces of the United States on active duty, for reasons other than training, who dies for service-related reasons during peacetime.

## Please indicate your referral source:

- Job Posting/Employee at CFCC
- NC Employment Security Commission
- Job Posting at other College/University
- Newspaper – Name \_\_\_\_\_
- Internet – Which site \_\_\_\_\_
- Other \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

DATABASE STATUS ID # \_\_\_\_\_