



Please print clearly and in ink. If you need assistance in completing this application, please let us know so that we can discuss a reasonable accommodation.

RECRUITING DATA

How did you hear about this position? Please check all that apply:

- College Website Higheredjobs.com NEHerc.com Personal referral Unsolicited Other:

Position(s) for which you are applying:

PERSONAL DATA

Last Name: First Name: Middle:

Street Address:

City State: Zip:

Preferred name or nickname:

Mailing address (if different):

Home Tel: Work phone number: Cell:

Are you legally authorized to work in the United States? Yes No (Proof will be required at time of hire.)

If applicable: Military Service Status: Active Inactive Branch:

Are you now, or have you ever been, employed by a Mass. Community College, including MCC, State University or state agency? Yes No

If yes, please answer the following questions:

Are you currently working in a non-teaching position? Yes No

If yes, at which institution? What is your position?

Are you currently teaching full or part-time? Yes No

If yes, at which institution? What is your position?

How many credits are you teaching? Non-Credit Programs:

Did you previously work at a State University or Community College in Massachusetts? Yes No

If yes, at which institution did you work? When?

What was your position? Did you work full-time and/or part-time?

Are you a retiree from the Massachusetts State Retirement System? Yes No

EDUCATION

Table with 5 columns: School Name, City/State, Course of Study, Years Completed, Diploma/Degree. Rows include High School, Undergraduate College, Graduate/Professional, and Other (Specify).

Academic honors, awards or special recognition:

Do you have any objection to our contacting your previous schools? Yes No If yes, please explain:



EMPLOYMENT/WORK HISTORY

Please start with your present or most recent position. Include any military service assignments and verified volunteer activities. You may exclude organizations that indicate race, creed, religion, color, gender, gender identity, sexual orientation, age, genetic information, military service, national origin or other protected status. You may attach a resume if you prefer and fill in only the information requested below that is not on your resume.

Employer:	Address:	Dates Employed:
		From: _____ To: _____
Starting Job Title:	Present Job Title (if different):	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Volunteer
Supervisor:	Supervisor's Job Title:	Telephone Number(s):
Reason for Leaving:		

Employer:	Address:	Dates Employed:
		From: _____ To: _____
Starting Job Title:	Present Job Title (if different):	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Volunteer
Supervisor:	Supervisor's Job Title:	Telephone Number(s):
Reason for Leaving:		

Employer:	Address:	Dates Employed:
		From: _____ To: _____
Starting Job Title:	Present Job Title (if different):	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Volunteer
Supervisor:	Supervisor's Job Title:	Telephone Number(s):
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Employer:	Address:	Dates Employed:
		From: _____ To: _____
Starting Job Title:	Present Job Title (if different):	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Volunteer
Supervisor:	Supervisor's Job Title:	Telephone Number(s):
Reason for Leaving:		



PROFESSIONAL REFERENCES

Please list 3 professional references who can verify your work history and performance. References should not be relatives and at least two must have directly supervised you at some time in your work history.

1. Name of supervisor: _____ Title: _____

Company name and address: _____

Company telephone including area code and extension, if any: () _____

2. Name of supervisor: _____ Title: _____

Company name and address: _____

Company telephone including area code and extension, if any: () _____

3. Name of supervisor: _____ Title: _____

Company name and address: _____

Company telephone including area code and extension, if any: () _____

OTHER SKILLS

Please indicate languages other than English that you speak, read and/or write:

	Fluent	Good	Fair
Speak			
Read			
Write			

Please list any additional experiences, skills or qualifications that you believe would especially qualify you for employment at the College in the position(s) for which you have applied. Include any specialized training, apprenticeship, extra-curricular activities, and/or job-related training received in the United States military. If the space below is insufficient, please attach an additional page:



EMPLOYMENT DATA

Date available for work: _____ Total hours available per week: _____

Do you have reliable transportation to/from work? Yes No

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

APPLICANT'S STATEMENT

Read carefully before signing:

I certify that all information in this application for employment (which includes any resume incorporated by reference) are true and complete to the best of my knowledge. I authorize investigation of all information provided. I understand that this application is not and is not intended to be a contract of employment. In the event of employment, I understand that any material false or misleading information given in this application or interview(s) will result in immediate discharge. I understand that as a condition of employment at Middlesex Community College I may be required to pay union dues or an agency fee under the provisions of existing collective bargaining agreements covering some, but not all, positions at Middlesex Community College. I further understand that upon hire I am required to abide by all rules and regulations of the College.

By checking this box I agree to the above statement.

Signature of Applicant: _____ Date: _____

Middlesex Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation or sexual violence shall be referred to the College's Affirmative Action and/or Title IX Coordinator, the Massachusetts Commission Against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.