

# Application for CONTINUING EDUCATION AND WORKFORCE DEVELOPMENT FACULTY

 Visit our web site at [www.aacc.edu/coned](http://www.aacc.edu/coned).

AACC is an Equal Opportunity Employer and does not discriminate against any employee or applicant on the basis of race, color, religion, ethnicity, gender, sexual orientation, age, veteran status or disability. We are committed to the power of diversity and the strength it brings to the workplace.

 Read carefully and complete **all** items on the application. Please print clearly using black ink.

**Subject(s) you wish to teach:**


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**PERSONAL INFORMATION**

Name Last	First	Middle Initial	Social Security Number	Home Telephone
Street				Business Telephone
City	State	Zip Code	Email Address	
Are you a U.S. Citizen or otherwise authorized to work in the United States on an unrestricted basis? <input type="checkbox"/> Yes <input type="checkbox"/> No			Are you over 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No	

**EDUCATION** The college reserves the right to request official copies of your transcripts

Secondary Education: High School Diploma or GED? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Educational Institutions Attended Beyond Secondary School Name	Location	Total Credit Hours	Degree Earned
Major Subjects			

List any additional training, licenses or certificates, which may have a bearing on your qualifications to teach Continuing Education and Workforce Development. Include the names and locations of any trade schools or technical schools attended, professional seminars, or company-sponsored courses or training (attach additional pages if needed).

Training Received	Location	Training Hours	Certificate Received

**TEACHING EXPERIENCE** list in chronological order, starting with the most recent (attach additional pages if needed)

CONTINUING EDUCATION AND WORKFORCE DEVELOPMENT courses taught for Anne Arundel Community College	Dates Taught	Number of Hours

**TEACHING EXPERIENCE (cont'd)** list in chronological order, starting with the most recent (attach additional pages if needed)

Courses taught for <i>OTHER</i> Institutions	Name of Institution	Dates Taught	Number of Hours

**RELEVANT EXPERIENCE**

**OTHER** list in chronological order, starting with the most recent (attach additional pages if needed)

Please describe any other experience, which has prepared you to teach your proposed course(s). Include any volunteer work, special skills and the number of years of your experience.

Volunteer Work/Special Skills	Number of Years	Volunteer Work/Special Skills	Number of Years

**EMPLOYMENT HISTORY** list in chronological order, starting with the most recent (attach additional pages if needed)

Full-time Employer/Address	Position/Title	Number of Years
Part-time Employer/Address		

May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	May we contact your past employers? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been discharged or asked to resign from any position? <input type="checkbox"/> Yes <input type="checkbox"/> No If your answer is yes, please attach an explanation.	YOUTH INSTRUCTORS: Have you been finger printed and cleared to work with children? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, date, name, and address of organization:

**REFERENCES**

List three persons able to evaluate your qualifications (no relatives or former employers)

Name	Address	Telephone	Business/Occupation

- Have you ever been employed by Anne Arundel Community College?  Yes  No  
If so, date \_\_\_\_\_ and position \_\_\_\_\_

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- Do you have any relatives employed by Anne Arundel Community College?  Yes  No  
If so, who? \_\_\_\_\_

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- Have you ever been convicted of a felony?  Yes  No  
If your answer is yes, please attach an explanation. (Conviction will not necessarily disqualify an applicant for employment.)

The college's Annual Security Report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Anne Arundel Community College; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning, sexual assault, and other matters. You can obtain a copy of this report by contacting the Department of Public Safety or by accessing the following web site [www.aacc.edu/publicsafety/file/AnnualSecurityReport.pdf](http://www.aacc.edu/publicsafety/file/AnnualSecurityReport.pdf).

**UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.**

By my signature below, I agree that I have read and understand the above paragraph.

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

Employment with Anne Arundel Community College is "at will" employment, which allows termination, at anytime, at the sole discretion of the college.

In order for Anne Arundel Community College to obtain information relevant to my ability to perform the position for which I am applying, I hereby authorize its agents to contact persons named herein, as well as other individuals not listed, who may have information regarding my prior employment and ability to perform the position for which I am applying. Additionally, I authorize all persons contacted, by the College, to release information regarding my prior employment and ability to perform the position for which I am applying and waive my rights to access those records.

I hereby affirm that the information supplied herein is complete and accurate. I understand that falsification and/or omission of information will be just cause for rejection of my application or immediate discharge if employed.

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

Please keep us advised of any changes in your address, interest, or availability.  
Mail this application to: Anne Arundel Community College  
Continuing Education and Workforce Development  
101 College Parkway  
CALT Building  
Arnold, MD 21012-1895  
[ISCenter@aacc.edu](mailto:ISCenter@aacc.edu)  
410-777-2325  
410-777-4325 Fax

Anne Arundel Community college is an accredited, public, two-year college with the primary mission of teaching students planning to transfer to four-year colleges or universities, students preparing for employment and students desiring continuing education, credit and noncredit. Within its mission, the college provides educational and student-support services as well as cultural, recreational and research opportunities to Anne Arundel County citizens.



Anne Arundel Community College  
101 College Parkway • Arnold, Maryland 21012-1895

***Students First***

Instructional Support Center  
Continuing Education and Workforce Development

[ISCenter@aacc.edu](mailto:ISCenter@aacc.edu)

410-777-2325 • 410-777-4325 Fax

# OPTIONAL APPLICATION INFORMATION

AA/EEO  
APPLICANT DATA  
FORM

Anne Arundel Community College is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, AACC invites applicants to voluntarily self-identify their race and ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information will be kept confidential and will only be used in accordance with the provisions of applicable laws, executive orders and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual. This information will be maintained separately from your employment application and resume, and will not have any bearing in consideration of your application for employment. **Completion of information below is voluntary.**

Name (please print):

Date:

Position Applied For:

**1. Are you Hispanic or Latino?**

- Yes (If Yes, go to Question #3)  
 No (If No, go to Question #2)

**2. What is your race?**

- White (Not Hispanic or Latino)  
 Black or African American (Not Hispanic or Latino)  
 Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)  
 Asian (Not Hispanic or Latino)  
 American Indian or Alaska Native (Not Hispanic or Latino)  
 Two or more races (Not Hispanic or Latino)

**3. What is your gender:**

- Male  
 Female

Source of Referral:

- AACC Employment Website  
 AACC Employee Referral  
 Academic Careers  
 CareerBuilder  
 Chronicle of Higher Education  
 Baltimore Sun  
 Capital  
 HigherEdJobs  
 Inside Higher Ed  
 League for Innovation ([www.league.org](http://www.league.org))  
 Maryland Workforce Exchange  
 Washington Post  
 Other \_\_\_\_\_

(Please specify)

THANK YOU