

Employment Application (Temporary Staff)

 Visit our website at www.aacc.edu/employment

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.

Position Desired: _____

Check type of Temporary Employment Desired:

 Day Evening Full time Part time

Directions: Please complete each item and answer all questions on the application. A resume may supplement the application but may not be a substitute. Please print clearly using black ink.

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? If no, are you otherwise authorized to work in the United States on an unrestricted basis?				Are you over 18 years old?	
<input type="checkbox"/> Yes <input type="checkbox"/> No		Type of Visa: _____		Exp. Date: _____	
Education:				Total Credit Hours	Degree Earned
Name		Location			Major Subject(s)
Indicate the title(s) of your Master's and/or Doctorate thesis:					
List any additional training, licenses or certificates which may have a bearing on your qualifications for employment (e.g., professional seminars, company sponsored courses or professional affiliations)					Number of Clock Hours

EXPERIENCE: List all positions in chronological order, starting with most recent.

Employer and Position Held:		Address & Telephone Number:	F/T or P/T:
Dates of Employment (Month/Year):		Describe major duties:	
Name & Title of Immediate Manager:			
Reason for Leaving:	Salary: Start Final		
Employer and Position Held:		Address & Telephone Number:	F/T or P/T:
Dates of Employment (Month/Year):		Describe major duties:	
Name & Title of Immediate Manager:			
Reason for Leaving:	Salary: Start Final		
Employer and Position Held:		Address & Telephone Number:	F/T or P/T:
Dates of Employment (Month/Year):		Describe major duties:	
Name & Title of Immediate Manager:			
Reason for Leaving:	Salary: Start Final		
Employer and Position Held:		Address & Telephone Number:	F/T or P/T:
Dates of Employment (Month/Year):		Describe major duties:	
Name & Title of Immediate Manager:			
Reason for Leaving:	Salary: Start Final		
Employer and Position Held:		Address & Telephone Number:	F/T or P/T:
Dates of Employment (Month/Year):		Describe major duties:	
Name & Title of Immediate Manager:			
Reason for Leaving:	Salary: Start Final		
Employer and Position Held:		Address & Telephone Number:	F/T or P/T:
Dates of Employment (Month/Year):		Describe major duties:	
Name & Title of Immediate Manager:			
Reason for Leaving:	Salary: Start Final		

ADDITIONAL REFERENCES: List four persons qualified to evaluate your professional qualifications.

Name	Address	Employer	Position	Telephone Number

May we contact your present employer? Yes No May we contact your past employer(s)? Yes No

Have you ever been employed with Anne Arundel Community College? Yes No
If yes, date _____ and position _____

Do you have any relatives employed with Anne Arundel Community College Yes No
If yes, who _____ position held _____

Have you ever been convicted of a felony? Yes No If yes, please attach an explanation and provide the court and state in which you were convicted and the date of the conviction.

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.

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

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)
 Maryland Workforce Exchange
 Washington Post
 Other _____

(Please specify)

THANK YOU