



# **Rich Mountain Community College**

**Employment Application  
Attachment to Resume/Vita**

**of**

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**(Applicant Name)**

**Position applying for**

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**(Position Title)**

# Rich Mountain Community College

## Employment Application

### Attachment to Resume/Vita

(Resume must contain education history, employment history including names of current supervisors and reasons for leaving positions, specific skills, and references.)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ ext \_\_\_\_\_ Email address: \_\_\_\_\_

Position applying for: \_\_\_\_\_

Have you ever filed an application for employment with Rich Mountain Community College? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, when and what position? \_\_\_\_\_

Have you ever been employed by RMCC? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, list position, employment dates, and name if different.

Have you ever been employed by Arkansas State Government? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, provide agency, position, and employment dates.

Have you ever been dismissed from a position? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, why? \_\_\_\_\_

May we contact your current employer? Yes \_\_\_\_\_ No \_\_\_\_\_ If no, please explain.

May we contact your former employer(s)? Yes \_\_\_\_\_ No \_\_\_\_\_ If no, please explain.

Are you a United States Citizen? Yes \_\_\_\_\_ No \_\_\_\_\_ If no, what is the expiration date of your work visa? \_\_\_\_\_

If no, do you hold credentials that allow you to work in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_  
(If yes, please attach a copy.)

Have you ever been convicted of a crime or misdemeanor (other than a traffic violation)? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you received a copy of the Position Description for the job in which you are applying? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have the abilities to fulfill the requirements as outlined in the Position Description? Yes \_\_\_\_\_ No \_\_\_\_\_

#### Employment Status:

List professional license(s) relevant to position for which you are applying. Give type of license, license number, date of expiration, and state.

#### Nepotism:

Do you have any relatives employed by the state agency to which you are submitting this application for employment?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, complete remainder of section. (This question is being asked for the sole purpose of ensuring compliance with any applicable law or policy concerning nepotism.)

Name:	Relation:	Agency employed by:



# Notice to Applicants

*Read carefully before filing this application*

- Rich Mountain Community College is an Equal Opportunity Employer.
- Before employment – applicants must be able to comply with Federal Identification (I-9) requirements.
- To be given employment consideration (application requirements), each applicant must complete:
  1. The **entire application form** including the job title(s) for which he or she is making application.
  2. Each applicant must sign and date the application.
  3. Each applicant must attach an original resume which addresses the position qualifications.
  4. Each applicant, if applying for a position that requires a high school diploma or equivalent or a degree, must submit unofficial transcripts (official transcripts are due before employment).
  5. The names, addresses, phone numbers (day and evening), and email, if available, of four references who can attest to your qualifications and abilities for effective position responsibility and performance.
  6. Each applicant must enclose a resume which includes a comprehensive history of the applicant's education, employment, and other information pertinent to the position responsibilities and understanding of the applicant's abilities.
- Any employment application received after 4:30 p.m. on the application review date listed for a particular job vacancy as advertised, even if postmarked on the closing date, will not be referred for initial employment consideration.
- The applicant should provide correct telephone numbers and addresses where he or she can be contacted and should either change, the applicant should notify the College.
- Applications may be deleted from further consideration for a classification or job title if:
  1. The applicant declines an appointment in the job title for which he or she has made application and states that he or she no longer desires consideration.
  2. The College is unable to contact the applicant after a reasonable amount of the effort at the telephone numbers or addresses provided by the applicant.
  3. The applicant fails to appear for a scheduled interview or fails to submit full application material.
  4. The applicant does not meet the minimum qualifications established for a specific job title or classification.
- It is the policy of the College and the State of Arkansas to maintain a drug-free workplace. Therefore, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the State's workplace is prohibited. Any individual who is hired as an employee of the College and who violates the College Drug-free Workplace policy will be subject to discipline up to and including termination.
- It is the policy of the College that employees file timely and properly all tax returns in keeping with the requirements of applicable laws, regulations and ordinances and pay timely any valid taxes owed. To be eligible for hire, each individual will be required to provide upon request, a completed Acknowledgement of Receipt of the Tax Obligation Policy.

*Before you sign this application:*

Review your application package to assure that you have completed all application requirements completely and accurately.

I, the below signed individual, hereby declare that, to the best of my knowledge and my ability, the information on this application form, my resume/vita, and other application material is true and factual.

I understand that if I am hired, that my employment is not for any definite period of time, and I may be terminated at any time.

I understand that if I state that I have a college degree, and do not have one, that my application will be rejected or, if hired, I will be terminated in accordance with Arkansas Code 21-12-102.

I understand that my application may be subject to disclosure as a public record under the Arkansas Freedom of Information Act.

I understand that certain jobs may require an acceptable driver's safety record, and that if my current or future driver's record is unacceptable under the State Driver's Risk Program, my application may be rejected and, if hired, I may be subject to termination.

I understand that I will be required to provide proof of eligibility to work in the United States pursuant to the Immigration Reform and Control Act of 1986 as a condition of any employment.

I understand that false, misleading, or incomplete statements could lead to my dismissal as an employee or rejection as an applicant.

I authorize RMCC to investigate any information contained in this application for employment, to contact my former employers, and to also conduct a background check on me. The college reserves the right to complete criminal background checks on applicants as prescribed by law.

I affirm that it is my genuine intent to seek, and if offered, employment at Rich Mountain Community College and because I want to work at RMCC this application is submitted solely for that purpose and for no other purposes.

\_\_\_\_\_  
*Signature of Applicant* \*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Date of Signature*

Return this application and material to:

For information contact:

Phone: 479.394.7622, extension 1500

\*This application needs either an authentic digital signature, or must be printed, signed, and mailed.

## Equal Employment Opportunity

Completion of this data is voluntary and will not affect your opportunity for employment or terms or conditions of employment. This form will be used for EEO-1 reporting purposes only and will be kept separate from all other personnel records only accessed by Human Resources Department. Please return completed forms to the Human Resources Department.

**Job Title:** \_\_\_\_\_

### RACE/ETHNICITY

Please check one of the descriptions below corresponding to the ethnic group with which you identify.

- Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race
- White (Not Hispanic or Latino)** – A person having origins in any of the original peoples of Europe, the Middle East or North Africa
- Black or African American (Not Hispanic or Latino)** – A person having origins in any of the black racial groups of Africa
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** – A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands
- American Indian or Alaska Native (Not Hispanic or Latino)** – A person having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment
- Two or More Races (Not Hispanic or Latino)** – All persons who identify with more than one of the above five races
- Asian (Not Hispanic or Latino)** – A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam

### SEX

- Male
- Female