



Rich Mountain Community College

**Employment Application
Attachment to Resume/Vita**

of

(Applicant Name)

Position applying for

(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: _____ Social Security #: _____

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 also understand that some jobs require special background checks, security clearance, or compliance with other specific agency hiring policies prior to my employment, or as a condition of employment; and that failure to meet these requirements may lead to my rejection as an applicant for, or termination from, that job.

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

Date of Signature

Print Name

Return this application and material to:
Office of the President
Joyce Sanden, Executive Assistant
1100 College Drive
Mena, AR 71953

For information contact:
Joyce Sanden
Phone: 479.394.7622, extension 1210
email: jsanden@rmcc.edu