



Southwestern Michigan College Application for Employment

Name: _____ Date: _____
(Last) (First) (Middle I.)

Are you 18 years old or older? Yes No

Permanent Address: _____

City _____ State _____ Zip Code _____

Until _____ Home Phone: _____

Business Phone: _____
(Including Area Code)

Temporary Address: _____

City _____ State _____ Zip Code _____

Phone _____
(Including Area Code)

POSITION APPLYING FOR

Full-time _____

Part-time _____

(Be as specific as possible and list courses)

NOTE: The information contained in this application is very important in case of appointment.

Use care in answering each item. **This application must be submitted along with a resume and cover letter for each position you are applying for.**

Disability accommodation available for applicants: If you require an accommodation for a disability so that you may participate in the selection process, you are encouraged to contact the Department of Human Resources. That office can be reached by voice at (269) 783-2110 or via e-mail at employment@swmich.edu

RETURN COMPLETED APPLICATION TO:

Employment at SMC
58900 Cherry Grove Road
Dowagiac, MI 49047

1. Education:

Major Subject **Degrees
if any**

Name and location of High Schools(s) _____

2. College or University Attended Location
(List most recent first)

Location

Major Subject

**Degrees
if any**

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Summary of Formal Study

**Earned
Semester Hours
of Credit**

UNDERGRADUATE

Major Field of Study _____

Field Pertinent to Application Position (if outside major) _____

GRADUATE

Major Field of Study _____

Field Pertinent to Application Position (if outside major) _____

Total Number of Semester Graduate Hours _____

Other Pertinent Formal Training _____

3. EXPERIENCE:

2a. TEACHING: For Faculty Applicants Only (Give most recent dates first)

Institution & Address

Dates Inclusive

Subject(s) & Level(s)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

NOTE: All of the above must be substantiated by credentials, if requested.

2b. OTHER WORK EXPERIENCE: For All Applicants (Give most recent dates first)

EMPLOYMENT RECORD				LIST MOST RECENT EMPLOYMENT FIRST	
START DATE	END DATE	FINAL POSITION TITLE	MAY WE CONTACT THIS EMPLOYER?		
			YES	NO	
EMPLOYER		LAST SUPERVISOR'S NAME	REASON FOR LEAVING		
STREET ADDRESS, CITY, STATE, ZIP CODE			PHONE ()		
POSITION DESCRIPTION					
START DATE	END DATE	FINAL POSITION TITLE	MAY WE CONTACT THIS EMPLOYER?		
			YES	NO	
EMPLOYER		LAST SUPERVISOR'S NAME	REASON FOR LEAVING		
STREET ADDRESS, CITY, STATE, ZIP CODE			PHONE ()		
POSITION DESCRIPTION					
START DATE	END DATE	FINAL POSITION TITLE	MAY WE CONTACT THIS EMPLOYER?		
			YES	NO	
EMPLOYER		LAST SUPERVISOR'S NAME	REASON FOR LEAVING		
STREET ADDRESS, CITY, STATE, ZIP CODE			PHONE ()		
POSITION DESCRIPTION					
START DATE	END DATE	FINAL POSITION TITLE	MAY WE CONTACT THIS EMPLOYER?		
			YES	NO	
EMPLOYER		LAST SUPERVISOR'S NAME	REASON FOR LEAVING		
STREET ADDRESS, CITY, STATE, ZIP CODE			PHONE ()		
POSITION DESCRIPTION					

4. PERSONAL DATA

Are you lawfully entitled to be employed in the United States? Yes No

What foreign languages do you read, write or speak?

Professional Organization Affiliations

Military Experience:

Academic and personal awards or recognition including fellowships and scholarships:

Published articles or books:

Have you ever been convicted of a felony? Yes No If Yes, please provide detail below:

A criminal conviction will be considered only in relation to the job for which you are applying and its established job relevancy.

When could you begin at SMC? _____

Would you be willing to appear for a personal interview? Yes No

How soon? _____

5. REFERENCES:

Give the names and addresses of three individuals thoroughly familiar with your work.
Include at least one supervisor under whom you have worked.

Name	Address	Position	Telephone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

6. CANDIDATE'S SECTION: (Add any information you consider important)

I certify that all of the information furnished on this Application is true, complete and correct. I understand and agree that any falsification, misrepresentation or omission of fact, either on this Application or during the pre-hire process, will be reason for (1) my not being offered employment, or (2) dismissal at any time from the service of Southwestern Michigan College, if employed.

I understand that consideration for employment at Southwestern Michigan College is conditional upon a review of my qualifications, work history, references, etc. I authorize Southwestern Michigan College, to request and obtain verification that the information given by me on this Application is true, accurate and complete. I understand that such verification may include, but may not be limited to background information pertinent to the position for which I have applied, verification of education, verification of employment history, investigation of criminal history, etc. I therefore authorize my current and all previous employers to cooperate with Southwestern Michigan College, and to release, on a confidential basis, any information they may have concerning me, including information in my personnel record or otherwise known to them, to Southwestern Michigan College, in connection with my application for employment with Southwestern Michigan College. I specifically release from liability any current or former employer(s), its agents, representatives, employees, officers, directors, etc., for or on account of their providing/disclosing such information to Southwestern Michigan College.

The Immigration Reform and Control Act of 1986 states that employers must require all persons hired to submit documents to the employer showing their identity and their right to be lawfully employed in the United States. It also requires that the employee complete and sign a government form to this effect. I understand that if hired by Southwestern Michigan College, I will timely furnish documents for inspection that verify my identity and that I am legally permitted to work in the United States. Furthermore, I understand that my employment will be terminated if I fail to timely provide the necessary documents.

Southwestern Michigan College is an EOE, Title IX, and Section 504 Employer.

Dated: _____

Signature

(Applicant's name – printed)