



Employment Application

c/o Human Resources
6101 Grayson Drive
Denison, TX 75020-8299

GENERAL INSTRUCTIONS: Answer ALL questions completely or enter "N/A;" do not enter "see attached" or "see resume." Application, along with documentation as required in the vacancy announcement, must be submitted before deadline to:

Human Resources
Grayson College
6101 Grayson Drive
Denison, TX 75020-8299
OR: jobs@grayson.edu

NAME: _____
Last
First
Middle

ADDRESS: _____
Street
City
State
Zip

TELEPHONE: _____ **LAST 4 DIGITS OF SS:** _____
Day

E-MAIL: _____
Evening

POSITION(S) SEEKING: 1. _____ 3. _____
 2. _____ 4. _____

If you are related by kinship or marriage to any current employee or to any member of the Board of Trustees of Grayson College, provide their name and relationship:

Name: _____ **Relationship to Applicant:** _____

If your age is below 18 years, give date of birth: _____

I. PERSONAL DATA

CURRENT POSITION: _____

INSTITUTION/COMPANY: _____ **ANNUAL SALARY:** _____

Current driver's license type (if required of position): Operator Commercial DOT None

Have you ever plead guilty to, been convicted of, or plead no contest or been convicted of anything other than a minor traffic violation (i.e. traffic ticket)? If your answer is "YES," explain in concise detail below. A conviction may not disqualify you from being hired, but a false statement may. Yes No

II. EDUCATION AND PROFESSIONAL TRAINING

Name and Location of School (List high school, then college)	Degree Acquired	Major Area(s)	Semester Hours	Minor Area(s)	Semester Hours	GPA

Graduate Hours earned above last degree: _____ Major Area: _____

List any professional certificates or licenses which you hold: _____

III. PROFESSIONAL EDUCATIONAL EXPERIENCE

Months and Years From To	Name and Location of School	Supervisor	Subject(s) Taught or Administrative Duties	Total Months Part-Time	Total Months Full-Time

Summary of Teaching/Administrative Experience (Full-Time Equivalent Years):

	<i>Administrative</i>	<i>Teaching</i>		<i>Administrative</i>	<i>Teaching</i>
College/University	_____	_____	Public School	_____	_____
Community College	_____	_____	Other (Specify)	_____	_____

IV. OTHER EMPLOYMENT EXPERIENCE

Years From To	Name and Location of Employer	Type of Business	Describe Your Duties	Reason for Leaving

V. REFERENCES

Name	Where did you work with this individual	Contact Phone	Contact email

VI. PROFESSIONAL ORGANIZATIONS AND OTHER ACTIVITIES

List current professional memberships: _____

List professional committee memberships: _____

List publications: _____

Other areas of employment related experience:

VII. RELATED EDUCATIONAL INFORMATION (Instructional Applicants Only)

What experience have you had in co-curricular activities such as student publications, club sponsor, etc.?

Will you be willing to serve as an academic advisor?

Yes
 No

Will you be willing to sponsor student activities?

Yes
 No

What is your view of student activities and services as they relate to the academic program?

Educational experiences (Please check one in each category):

	I have	I would like		I have	I would like
Program Marketing	<input type="radio"/>	<input type="radio"/>	Web Site Development	<input type="radio"/>	<input type="radio"/>
Internet Based Instruction	<input type="radio"/>	<input type="radio"/>	Educational Television	<input type="radio"/>	<input type="radio"/>
Program Evaluation	<input type="radio"/>	<input type="radio"/>	Curriculum Revision	<input type="radio"/>	<input type="radio"/>
Lecture – Traditional	<input type="radio"/>	<input type="radio"/>	Microsoft Office Suite	<input type="radio"/>	<input type="radio"/>
Lecture – Team Approach	<input type="radio"/>	<input type="radio"/>	Distance Learning	<input type="radio"/>	<input type="radio"/>
Interdisciplinary Studies	<input type="radio"/>	<input type="radio"/>	Student Advisement	<input type="radio"/>	<input type="radio"/>

Alternate Learning Methods, Explain:

Educational Philosophy (Please state your views of community college):

VIII. ADDITIONAL INFORMATION AND/OR REFERENCES

IX. OATH AND ACKNOWLEDGEMENT

- I understand that submission of this application does not necessarily mean that I will be hired, and that if I am hired, my employment will be at-will and either I or the College may terminate my employment at any time, with or without notice or reason.
- I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the United States.
- I understand that a criminal background check will be conducted prior to employment, if selected for hire.
- I understand that if the position I am applying for involves the operation of a motor vehicle, a motor vehicle check will be conducted prior to employment, if selected for hire.
- I hereby authorize any former employer or any person given as a reference, to answer any questions that may be asked concerning me. I agree to hold any and all such persons harmless with respect to any information they provide to Grayson College as part of my application of employment.
- I acknowledge that the facts set forth in my application are true and correct. I understand that factual misinformation on this application shall be considered sufficient cause for dismissal if hired. This application and/or other application documents do not create an employee contract or intent to hire. I understand that any offer of employment is contingent upon my agreement to abide by the rules, regulations, and policies of Grayson College.

Signature

Date

Grayson College does not discriminate on any basis prohibited by applicable law including race, color, religion, sex, national origin, disability, age, citizenship status, or veteran status in recruitment, employment, promotion, compensation, benefits or training. The information on the Application, together with any attachments, is the property of Grayson College.

ADA/SECTION 504 AND TITLE IX COORDINATOR: DIRECTOR OF HUMAN RESOURCES
Inquiries concerning the application of Title IX may be referred to Human Resources,
6101 Grayson Drive, Denison, TX 75020 Phone: (903) 465-6030

Are you currently employed by a TRS (Teacher Retirement System) employer? Yes No

If yes, name of college or school district: _____

Have you ever been employed by a TRS employer: Yes No