

**PARIS JUNIOR COLLEGE, PARIS TEXAS**  
**APPLICATION FOR EMPLOYMENT**  
**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

Complete fully and legibly

The filing of this application and our acceptance thereof does not indicate there are positions open and in no way obligates Paris Junior College. The information contained herein will be regarded as confidential and is, together with all attachments, the property of the college. In accordance with the Immigration Reform and Control Act of 1986, identity and employment authorization will be required for employment. Board of Regents policy requires an investigative consumer report for security-sensitive positions. If you require an accommodation with the application, hiring, or employment process, please contact the Human Resources Office.

Social Security Number \_\_\_\_\_ Job Title (According to Announcement of Vacancy) \_\_\_\_\_ Date (mm/dd/yyyy) \_\_\_\_\_  
 Name \_\_\_\_\_  
     First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_  
 Address \_\_\_\_\_  
     Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Email address \_\_\_\_\_ Telephone \_\_\_\_\_  
 Are you over the age of 18? \_\_\_\_\_ How were you referred to PJC? \_\_\_\_\_ Date Available for Employment? \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time \_\_\_\_\_  
     \_\_\_ Yes \_\_\_ No \_\_\_\_\_  
 Acceptable Salary \_\_\_\_\_ Have you ever been employed by any Texas Higher Education Institution or other State Agency?  
 \$ \_\_\_\_\_ Yes \_\_\_ No Where? \_\_\_\_\_ When? \_\_\_\_\_  
 Are you related by blood or marriage to any member of the Board of Regents, faculty, or staff of Paris Junior College?  
     \_\_\_ Yes \_\_\_ No If yes, give name and relationship \_\_\_\_\_  
 Have you ever been convicted of a felony or plead guilty or no contest to a felony offense? \_\_\_ Yes \_\_\_ No If yes, please explain \_\_\_\_\_

**Education and Training**

High School Diploma or GED \_\_\_ Yes \_\_\_ No

Name of College/University \_\_\_\_\_ Degree Completed: \_\_\_ Yes \_\_\_ No  
 \_\_\_\_\_  
     Major \_\_\_\_\_ Minor \_\_\_\_\_ Degree or No. Credit Hours \_\_\_\_\_

Name of College/University \_\_\_\_\_ Degree Completed: \_\_\_ Yes \_\_\_ No  
 \_\_\_\_\_  
     Major \_\_\_\_\_ Minor \_\_\_\_\_ Degree or No. Credit Hours \_\_\_\_\_

Other Schools (Business, Service, Technical)

Name of Institution \_\_\_\_\_ Certificate Received \_\_\_\_\_  
 \_\_\_\_\_  
 Name of Institution \_\_\_\_\_ Certificate Received \_\_\_\_\_

In compliance with applicable law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

Are you authorized to work lawfully in the United States for Paris Junior College? \_\_\_ Yes \_\_\_ No

Will you now or in the future require Paris Junior College to commence ("sponsor") an immigration case in order to employ you (Example: H-1B) This is sometimes referred to as a "sponsorship" for an employment-based visa status. \_\_\_ Yes \_\_\_ No

Name (Person to notify in case of emergency) \_\_\_\_\_ Address \_\_\_\_\_ Telephone \_\_\_\_\_

By submitting this form, I certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I understand that any wrong or incomplete information made herein will void this application and any actions based on it. I understand that any offer of employment tendered me is contingent upon my agreement to abide by the rules and regulations of the Board of Regents of Paris Junior College. I authorize Paris Junior College to verify the information given.

Date (mm/dd/yyyy) \_\_\_\_\_

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

List all previous work experience beginning with your present or last position. If you were ever employed in any position under a different name, give the name used. Do not leave any periods unaccounted for (submit additional employment records if necessary).

May we contact your present employer?  Yes  No

Name of firm or organization  
 \_\_\_\_\_  
 Street address  
 \_\_\_\_\_  
 City and state \_\_\_\_\_ Telephone \_\_\_\_\_  
 Name and title of immediate supervisor  
 \_\_\_\_\_  
 Reason for leaving  
 \_\_\_\_\_

FROM		TO		Starting	Salary	Final
Month	Year	Month	Year			
				\$ _____	\$ _____	

Title: \_\_\_\_\_  
 Duties: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Name of firm or organization  
 \_\_\_\_\_  
 Street address  
 \_\_\_\_\_  
 City and state \_\_\_\_\_ Telephone \_\_\_\_\_  
 Name and title of immediate supervisor  
 \_\_\_\_\_  
 Reason for leaving  
 \_\_\_\_\_

FROM		TO		Starting	Salary	Final
Month	Year	Month	Year			
				\$ _____	\$ _____	

Title: \_\_\_\_\_  
 Duties: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Name of firm or organization  
 \_\_\_\_\_  
 Street address  
 \_\_\_\_\_  
 City and state \_\_\_\_\_ Telephone \_\_\_\_\_  
 Name and title of immediate supervisor  
 \_\_\_\_\_  
 Reason for leaving  
 \_\_\_\_\_

FROM		TO		Starting	Salary	Final
Month	Year	Month	Year			
				\$ _____	\$ _____	

Title: \_\_\_\_\_  
 Duties: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Name of firm or organization  
 \_\_\_\_\_  
 Street address  
 \_\_\_\_\_  
 City and state \_\_\_\_\_ Telephone \_\_\_\_\_  
 Name and title of immediate supervisor  
 \_\_\_\_\_  
 Reason for leaving  
 \_\_\_\_\_

FROM		TO		Starting	Salary	Final
Month	Year	Month	Year			
				\$ _____	\$ _____	

Title: \_\_\_\_\_  
 Duties: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Are you now a licensed or certified member of any profession or trade?  Yes  No

If yes, give kind of license and state: \_\_\_\_\_ License or certificate no. and year (yyyy): \_\_\_\_\_

**PARIS JUNIOR COLLEGE PARIS, TEXAS  
APPLICANT DATA QUESTIONNAIRE**

To assist us in fully evaluating your training, experience and skills, please place a check by those items which specifically apply to you or in which you have work experience.

**REGISTRATIONS, CERTIFICATIONS AND LICENSES**

- Texas Operator Driver's License  
No. \_\_\_\_\_
- Texas Commercial Driver's License  
No. \_\_\_\_\_
- Certified Public Accountant
- Certified Internal Auditor
- State of Texas Teaching Certificate
- Registered Nursing License  
No. \_\_\_\_\_  
State \_\_\_\_\_
- Notary Public License  
No. \_\_\_\_\_

**PROFESSIONAL LEVEL EXPERIENCE**

- Public School Teaching/Administration
- Working with Foreign Students
- Physical Education/Recreation
- College Level Admissions and/or Registration
- Academic Counseling
- Auditing
- Budget Analysis
- Business Management
- State of Texas Accounting
- Commercial Accounting
- Grants/Contracts Administration
- Business Programming
- Scientific/Engineering Programming
- Systems Analysis
- Mainframe Computer Operations
- Management of Large Volume Institutional Food Program
- Safety Regulations
- Writing Information Materials
- Technical Writing or Editing
- EEO/AA Regulations
- Employment Interviewing
- Compensation/Classification Auditing
- Personnel Benefits
- Employee Training and Development
- Public Relations
- Student Testing
- Library Service

- Music
- Social Science Research
- Scientific Research
- Student Service Experience
- Payroll Management Experience

**SPECIAL WORKING CONDITIONS**

- Ability to Do Heavy Lifting/Standing
- Willing to Work Night Shifts
- Willing to Work Rotating Shifts
- Willing to Work Weekends/Holidays
- Willing to Work at Other Locations

**CRAFT LEVEL EXPERIENCE**

- Automotive Mechanic
- Cabinetmaker
- Carpenter
- Electrician
- Exterminator
- Experience with H/AC
- Locksmith
- Painter
- Plumber
- Power Plant Operation
- Refrigeration and Air Conditioning
- Welder
- Grounds Maintenance
- Roofing Repair
- Utility Operations
- Preventative Maintenance
- Building Maintenance
- Journeyman
  - Cabinetmaker
  - Carpenter
  - Electrician
  - Painter
  - Plumber

**VOCATIONAL/TECHNICAL EXPERIENCE**

- Architectural Drafting
- Audio-Visual
- Electronics
- Offset Printing
- Commercial Art
- Color Photography Laboratory Experience
- Commercial Photography

**SPECIALIZED EXPERIENCE (NON-TECHNICAL)**

- Food Service Preparation
- Supervisory
- PJC Experience
- State of Texas Experience
- Custodial Experience
- Fine Arts Related Experience
- College/University Working Experience
- Military Experience
- Security Related
- Library Experience
- Floor Buffing and Waxing Equipment Experience

**GENERAL OFFICE EXPERIENCE**

- Technical/Scientific Typing
- Secretarial Experience for Executive/Management Positions
- Bookkeeping/Accounting
- Purchasing
- Receptionist
- Telephone Switchboard
- Business/Secretarial School Completion
- Manuscript Typing
- Maintenance of Student Records and Files
- Shipping and Receiving
- Mail Service
- Calculator/10 Key Adding Machine
- Microfiche/Microfilm
- Duplicating Equipment
- Cashier
- Electronic Spreadsheet
- Budget Preparation
- Word Processing Experience,  
Program(s) \_\_\_\_\_
- Data Processing Experience,  
Program(s) \_\_\_\_\_
- Spreadsheet Experience,  
Program(s) \_\_\_\_\_
- Presentation  
Program(s) \_\_\_\_\_
- Graphic Arts Experience  
Program(s) \_\_\_\_\_



## DISCLOSURE REGARDING BACKGROUND INVESTIGATION

**Paris Junior College** (“the Company”) may obtain information about you from a third party consumer reporting agency for employment purposes. This information may be obtained in the form of a “consumer report” and/or an “investigative consumer report” (commonly known as a “background report”). These reports may contain information regarding your criminal history, social security verification, motor vehicle records (“driving records”), verification of your education or employment history, drug screening or other background checks. This information may be obtained from private and public record sources, including, as appropriate: government agencies and courthouses and educational institutions. The reports may also include information about your character, general reputation, personal characteristics, mode of living, etc., which can involve personal interviews with individuals or companies that you have listed as a reference, former employer, etc. A more comprehensive background investigation may be required pursuant to state or federal law, contract agreement or for certain sensitive positions (such as those with significant financial responsibilities).

You have the right, upon written request made within a reasonable time, to request whether a consumer report has been run about you, disclosure of the nature and scope of any investigative consumer report and to request a copy of your report. Please be advised that the nature and scope of any investigative consumer report obtained with regard to applicants for employment is an investigation conducted by CastleBranch Background (CB). CB is located and can be contacted by mail at 1844 Sir Tyler Drive, Wilmington, NC 28405, and CB can be contacted by phone at (888) 723-4263. Information about CB’s privacy policy is available at the following link: <https://www.castlebranch.com/privacy-policy>. The scope of this notice and authorization is all-encompassing and allows the Company to obtain from any outside organization all manner of consumer reports throughout the course of your employment or your contract period to the extent permitted by law.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

## ACKNOWLEDGMENT AND AUTHORIZATION FOR BACKGROUND CHECK

I acknowledge receipt of the separate document entitled “**Disclosure Regarding Background Investigation**” and “**A Summary of Your Rights under the Fair Credit Reporting Act**” and certify that I have read and understand both of those documents. I hereby authorize the obtaining of “consumer reports” and/or “investigative consumer reports” by Paris Junior College (the Company) at any time after receipt of this authorization and throughout my employment, or status as an Advisor, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all drug screening and background information requested by Castle Branch Background (1844 Sir Tyler Drive, Wilmington, NC 28405, (888)723-4263, <https://www.castlebranch.com>) and/or the Company itself. I agree that a facsimile (“fax”), electronic or photographic copy of this Authorization shall be as valid as the original.

**New York applicants only:** Upon request, you will be informed whether or not a consumer report was requested by the Company, and if such report was requested, informed of the name and address of the consumer reporting agency that furnished the report. You have the right to inspect and receive a copy of any investigative consumer report requested by the Company by contacting the consumer reporting agency identified above directly. By signing below, you acknowledge receipt of Article 23-A of the New York Correction Law.

**Washington State applicants only:** You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

**Minnesota and Oklahoma applicants only:**

Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company.

**California applicants only:**

Under California Civil Code section 1786.22, you are entitled to find out what is in the CRA’s file on you with proper identification, as follows:

- In person, by visual inspection of your file during normal business hours and on reasonable notice. You also may request a copy of the information in person. The CRA may not charge you more than the actual copying costs for providing you with a copy of your file.
- A summary of all information contained in the CRA file on you that is required to be provided by the California Civil Code will be provided to you via telephone, if you have made a written request, with proper identification, for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to you.
- By requesting a copy be sent to a specified addressee by certified mail. CRAs complying with requests for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the CRAs.

“Proper Identification” includes documents such as a valid driver’s license, social security account number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the CRA require additional information concerning your employment and personal or family history in order to verify your identity. The CRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection. You may be accompanied by one other person of your choosing, who must furnish reasonable identification. A CRA may require you to furnish a written statement granting permission to the CRA to discuss your file in such person’s presence.

Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report at no charge if one is obtained by the Company whenever you have a right to receive such a copy under California law.

### **BACKGROUND INFORMATION**

First Name \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Other Names/Aliases Used \_\_\_\_\_

Social Security Number (complete)\* \_\_\_\_\_ Date of Birth\* \_\_\_\_\_

Current Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

Previous Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

Previous Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

Permission to contact current employer for employment and reference verifications:  Yes  No

Signature \_\_\_\_\_ Date \_\_\_\_\_

\*This information will be used as identification for background screening purposes only and will not be used as hiring criteria.

*Para información en español, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.*

## **A Summary of Your Rights Under the Fair Credit Reporting Act**

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA. **For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer

reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- The following FCRA right applies with respect to nationwide consumer reporting agencies:

#### **CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE**

**You have a right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization.** The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is



placed on a consumer's credit file. Upon seeing a fraud alert display on a consumer's credit file, a business is required to take steps to verify the consumer's identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:**

<b>TYPE OF BUSINESS:</b>	<b>CONTACT:</b>
<p>1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552</p> <p>b. Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act.</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Financial Protection (OCFP) Division of Consumer Compliance Policy and Outreach 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement &amp; Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590</p>
<p>4. Creditors Subject to the Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423</p>
<p>5. Creditors Subject to the Packers and Stockyards Act, 1921</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., Suite 8200 Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549</p>
<p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>