

APPLICATION FOR EMPLOYMENT



PARIS JUNIOR COLLEGE
2400 Clarksville Street
Paris, Texas
903-785-7661
www.parisjc.edu

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

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 Coordinator of Human Resources.

PLEASE TYPE OR PRINT CLEARLY IN DARK INK.

SOCIAL SECURITY NUMBER	JOB TITLE (According to Announcement of Vacancy)	DATE
NAME First Middle Last	TELEPHONE	
ADDRESS Street City State Zip		
e-mail address:		
ARE YOU OVER THE AGE OF 18? <input type="checkbox"/> Yes <input type="checkbox"/> No	HOW WERE YOU REFERRED TO PJC?	DATE AVAILABLE FOR EMPLOYMENT? <input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME
ACCEPTABLE SALARY \$ _____	HAVE YOU EVER BEEN EMPLOYED BY ANY TEXAS HIGHER EDUCATION INSTITUTION OR OTHER STATE AGENCY? <input type="checkbox"/> Yes WHERE? <input type="checkbox"/> No WHEN?	
Are you related by blood or marriage to any member of the Board of Regents, faculty, or staff of Paris Junior College? <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes, please explain <input type="checkbox"/> No	

EDUCATION AND TRAINING		
HIGH SCHOOL DIPLOMA OR GED <input type="checkbox"/> Yes <input type="checkbox"/> No		
1. NAME OF COLLEGE/UNIVERSITY		
Major	Minor	Degree or No. Credit Hours
2. NAME OF COLLEGE/UNIVERSITY		
Major	Minor	Degree or No. Credit Hours
3. NAME OF COLLEGE/UNIVERSITY		
Major	Minor	Degree or No. Credit Hours
OTHER SCHOOLS (Business, Service, Technical)		
1. Name of Institution	Certificate Received	
2. Name of Institution	Certificate Received	

ARE YOU NOW A LICENSED OR CERTIFIED MEMBER OF ANY PROFESSION OR TRADE? <input type="checkbox"/> Yes <input type="checkbox"/> No IF YES, GIVE KIND OF LICENSE AND STATE: _____ LICENSE OR CERTIFICATE NO. AND YEAR: _____
PERSON TO NOTIFY IN CASE OF EMERGENCY (Give name, address, relationship, and telephone number)
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 _____ 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 (ASK FOR SUPPLEMENTAL EMPLOYMENT RECORD FORMS 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	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th colspan="2">FROM</th> <th colspan="2">TO</th> <th colspan="2">SALARY</th> </tr> <tr> <th>MONTH</th> <th>YEAR</th> <th>MONTH</th> <th>YEAR</th> <th>STARTING</th> <th>FINAL</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td>\$ _____</td> <td>\$ _____</td> </tr> </table> TITLE: _____ JOB DUTIES: _____ _____ _____	FROM		TO		SALARY		MONTH	YEAR	MONTH	YEAR	STARTING	FINAL					\$ _____	\$ _____
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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

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 Informational Materials
- Technical Writing or Editing
- EEO/AA Regulations
- Employment Interviewing
- Compensation/Classification Auditing
- Personnel Benefit
- Employee Training and Development
- Public Relations
- Student Testing
- Library Science
- 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 Shift
- Willing to Work Rotating Shift
- 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

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) _____
- Mainframe Experience, Program(s) _____

PARIS JUNIOR COLLEGE, PARIS, TEXAS
EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION REQUEST

As a government contractor with an Affirmative Action Program, Paris Junior College is subject to Executive Order 11246, as amended; Section 503 of the Rehabilitation Act of 1973; and 38 USC 2012, the Vietnam Era Veterans Readjustment Act of 1974; the Civil Rights Act of 1991; and the Americans with Disabilities Act. Your response to the information requested below is voluntary and refusal to provide information will not subject you to any adverse treatment. This information is for reporting purposes only and will be kept confidential.

PLEASE BE ADVISED THAT THIS SURVEY IS NOT PART OF YOUR OFFICIAL APPLICATION FOR EMPLOYMENT.

Name: _____
(Please Print)

Position Seeking: _____

RACIAL/ETHNIC GROUP

Are you: Hispanic/Latino? No Yes **International/Nonresident Alien?** No Yes

Ethnicity: (1) American Indian or Alaska Native (5) White
 (2) Asian (6) Hispanic
 (3) Black or African American (7) Two or more races
 (4) Native Hawaiian or Other Pacific Islander **(Check all that apply)**

SEX

Male Female _____ - _____ - _____ Date of Birth

Qualified Handicapped Individual (defined as any person who has a physical or mental impairment which substantially limits one or more of such person's major life activities, has record of such impairment or is regarded as having such impairment). If applicable, please indicate nature of disability: _____

Qualified Disabled Veteran (defined as anyone entitled to disability compensation under laws administered by the Veteran's Administration for disability rated at 30 percent centum or more, or a person whose discharge or release from active duty for a disability incurred or aggravated in the line of duty)

Veteran of the Vietnam Era (defined as one who:

1. a. served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1965, and May 7, 1975, and was discharged or released therefrom with other than a dishonorable discharge or...
b. was discharged or released from active duty for a service-connected disability if any part of such active duty was performed between August 5, 1964, and May 7, 1975; and...
2. was discharged or released 48 months preceding the alleged violation of the act, the affirmative action clause and/or the regulations pursuant to the Act.)

Please return completed form to:

**Affirmative Action Officer
Paris Junior College
2400 Clarksville Street
Paris, Texas 75460**

HISTORY AND LOCATION: Established in 1924, Paris Junior College is a comprehensive, community-based, two-year college serving approximately 5,500 credit students each semester and over 50,000 non-credit students annually. In addition to its many exceptional academic programs, the College is home to a world-renowned jewelry technologies program as well as a highly rated nursing department.

FACILITIES: The campus of Paris Junior College is located in the heart of Paris, Texas, in the northeast region of the state. Paris has an approximate population of 25,000 and is about 100 miles from the Dallas/Ft. Worth metroplex area. The thirteen main buildings on the campus range from the 1930's Art Deco-style Louis B. Williams Administration Building to a modern gymnasium and basketball arena built in 1989, to the solemn DeShong Chapel with its twelve stained glass windows. Paris Junior College has two off-campus locations, the Greenville and Sulphur Springs Centers. All buildings are accessible to the disabled. Smoking is not permitted in campus buildings.

BENEFITS: Employees of Paris Junior College are eligible for the following benefits:

- | | |
|---|--|
| Retirement with employee/employer matched contributions | Holidays with Pay |
| ★ Tax-Sheltered Annuity Program | State of Texas Uniform Group Insurance Program |
| ★ Social Security | Health |
| ★ Workers Compensation Insurance | Dental |
| ★ Promotional Opportunities | Term Life |
| Annual Vacation Leave | Accidental Death and Dismemberment |
| Sick Leave | Long Term Disability |
| Personal Business Leave | Short Term Disability |
| Funeral Leave | Tax-Saving Flexible Benefits Program |
| Jury and Military Leave | Employee/Dependent Scholarship Program |

Part-time employees are eligible for those benefits indicated with (★).

PAY SCHEDULE: Salaried employees are paid on the last working day of each month. Hourly employees are paid on the last working day of the month with time accrued through the 20th of each month. Maintenance/Plant Operations employees are paid twice per month.

APPLICATION INFORMATION: Persons interested in employment at Paris Junior College are asked to complete the Application for Employment and take appropriate pre-employment tests for positions announced. Available positions are posted on the Paris Junior College web site at www.parisjc.edu

PLEASE RETAIN THIS SHEET FOR YOUR INFORMATION

Paris Junior College Campus Map

1. Williams Administration Building (& Ray Karrer Theatre)
2. Grimes Natural Sciences & Mathematics Center
3. DeShong Chapel & Carillon Tower
4. Masters Apartments
5. Mayer Center for Musical Arts
6. Old Gymnasium/EOC
7. Alford Center/Student Development Center
8. College Store/Bookstore
9. Mechanical Building
10. Tennis Courts
11. Plant Operations & Maintenance
12. Cosmetology
13. South Campus Residence Hall
14. Art Building
15. Innovative Enterprises
16. Rheudasil Learning Center
17. Aikin Archives
18. Aikin Plaza
19. Applied Science Center
20. McLemore Student Center
21. Science & Math Building (under construction)
22. Hatcher Hall
23. Thompson Hall
24. Hunt Physical Education Center
25. Gabbert Building/SBDC
26. Talent Search/Upward Bound
27. Workforce Training Center
28. Noyes Stadium
29. Volleyball Court
30. Bus Barn
31. Hub Hollis Baseball Field



Identifying Information for Investigative Consumer Reporting Agency
(Please print or type)

Social Security Number _____
Driver's License Number _____
State _____
Date of Birth _____
Gender (male/female)

Full Name (last, first, middle) _____
Other names used (alias, maiden, nickname) _____
Years Used

Current Address

Street/P O Box _____
City _____
State _____
Zip _____
County _____
Dates living here

Please list all addresses for last seven (7) years: (if you need additional space, please use the back of this form):

Street/P O Box _____
City _____
State _____
Zip _____
County _____
Dates living here

Street/P O Box _____
City _____
State _____
Zip _____
County _____
Dates living here

Street/P O Box _____
City _____
State _____
Zip _____
County _____
Dates living here

Education:

Institution Name _____
Institution Address (City and State) _____
Date Graduated _____
Degree Obtained

Institution Name _____
Institution Address (City and State) _____
Date Graduated _____
Degree Obtained

**Notice/Authorization and Release for the Procurement
of an Investigative Consumer Report for a Prospective Employee**

I, the undersigned consumer, do hereby authorize Paris Junior College, 2400 Clarksville Street, Paris, TX 75460, to procure an investigative consumer report on me pending an offer of employment. I understand that this authorization and release shall be valid for subsequent investigative consumer reports during my period of employment with Paris Junior College. This report may include, but is not limited to, the following searches: Employment and Education Verifications; Personal References, Personal Interviews, *E-Verify* (U.S. Department of Homeland Security), Criminal Records Search (7 years of residency history or up to 5 criminal searches), National Law Enforcement Submissions, and Sexual Offender Registry. A Motor Vehicle Report will be conducted on all individuals who will drive company vehicles or who will drive as part of the job.

I further authorize any person, business entity or government agency who may have information relevant to the above to disclose the same to Paris Junior College, including, but not limited to any and all courts, public agencies, law enforcement agencies or credit bureaus, regardless of whether such person, business entity or governmental agency compiled the information itself or received it from other sources. I understand that I am entitled to a complete and accurate disclosure of the nature and scope of any investigative consumer report of which I am the subject upon my written request to Paris Junior College, if such is made within a reasonable time after the date hereof. I also understand that I may receive a written summary of my rights under 15 U.S.C. &1681 et.seq.

Signature: _____ **Date:** _____