



Tompkins  
Cortland  
Community  
College

170 North Street, PO Box 139  
Dryden, New York 13053-0139  
Tel (607) 844-8211

## Application for Professional Employment

Tompkins Cortland Community College does not discriminate on the basis of race, sex, sexual orientation, religion, national origin, age, disability, or marital status in admissions, employment, and treatment of students and employees.

### INSTRUCTIONS:

Please type or print the answers to all questions. Return completed forms to the Office of Human Resources.

Specific position for which you are applying: \_\_\_\_\_

Indicate: Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Day \_\_\_\_\_ Evening \_\_\_\_\_ Summer \_\_\_\_\_

### GENERAL INFORMATION:

Name \_\_\_\_\_  
*Last First Middle Initial*

Home Address \_\_\_\_\_  
*Street City State Zip Code*

Telephone \_\_\_\_\_ Social Security Number \_\_\_\_\_  
*(Area Code)*

E-mail address \_\_\_\_\_

Are you prevented from lawfully becoming employed in this country because of Visa or immigration status?

Yes \_\_\_\_\_ No \_\_\_\_\_ (Proof of citizenship or immigration status will be required upon employment.)

When would you be available for this position? \_\_\_\_\_

How did you learn of the position at TC3? \_\_\_\_\_

Have you ever been convicted of a criminal offense or are there criminal charges pending? Yes \_\_\_\_\_ No \_\_\_\_\_  
(A criminal conviction is not an automatic bar to employment. Each case will be considered on its merits. If you are not hired, you are entitled to a reason in writing upon request.)

If yes, explain fully \_\_\_\_\_

\_\_\_\_\_

Have you ever been dismissed, suspended, or tendered a resignation from any prior job because of alleged misconduct?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, explain fully \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EDUCATIONAL BACKGROUND:**

Colleges attended:

INSTITUTION/ADDRESS	DID YOU GRADUATE?	DEGREE EARNED AND/OR MAJOR

**OCCUPATIONAL HISTORY:**

**(A) Faculty Positions: (Do not put "See Resume")**

List below the educational positions you have held beginning with your present or most recent position. Please indicate if part-time. (Use additional sheets if necessary.)

INSTITUTION/ADDRESS	NATURE OF POSITION & RANK	DATES OF EMPLOYMENT (Month/Year)	REASON FOR SEPARATION

**(B) Other Positions: (Do not put "See Resume")**

List below other positions you have held, beginning with your present and most recent position. (Use additional sheets if necessary.)

EMPLOYER'S NAME & ADDRESS	NATURE OF POSITION & TITLE	DATES OF EMPLOYMENT (Month/Year)	REASON FOR SEPARATION

**MILITARY:**

U.S. Military Service: Branch \_\_\_\_\_ Highest Rank \_\_\_\_\_  
Dates \_\_\_\_\_ Member Reserve, National Guard, etc. \_\_\_\_\_

**RECOGNITIONS AND HONORS:**

Academic \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Other \_\_\_\_\_  
\_\_\_\_\_  
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**PUBLICATIONS:**

List Books, Articles, Research Contributions, Exhibits, Performances and Scholarly Work.

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(Use additional sheets if necessary)

**PHILOSOPHY STATEMENT:** (Complete for full-time positions only)

In your own words, **on a separate page**, please explain your understanding of the community college concept and indicate your reasons for wishing to join the staff of Tompkins Cortland Community College.

**REFERENCES:**

The following names are submitted as references and may be canvassed as to your qualifications. Please list two professional and one personal reference. If you are applying for a faculty position, one reference should be related to your latest teaching position.

	Name	Title	Address	Phone #
1.	_____			
2.	_____			
3.	_____			

**CONDITIONS OF EMPLOYMENT:**

I hereby declare that the information provided by me in this application is true and complete, and I understand that falsification of any of this information is grounds for refusal to hire or, if hired, termination. I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liabilities for any damage which may result in furnishing such information to you. I authorize you to request, receive and verify all information given in this application. I agree that a photocopy of this consent may be treated as an original by any recipient thereof.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_