



SOUTH PLAINS COLLEGE

EMPLOYMENT APPLICATION

Classified, Maintenance and Auxiliary Positions

OFFICE OF HUMAN RESOURCES • 1401 S. COLLEGE AVE. • LEVELLAND, TEXAS 79336

GENERAL INSTRUCTIONS

We appreciate your interest in South Plains College. Please attach your resume and complete the application in its entirety so that we can fully evaluate your qualifications. **Please type or print legibly.** Attach supplementary sheets with additional information if allotted space is not sufficient. Official transcripts of all college work must be submitted. South Plains College is an equal opportunity/affirmative action employer. We will not discriminate on the basis of race, color, national origin, religion, gender, age, or disability. Information provided on this application will not be used for discriminatory purposes. **Submit all required employment information to the Office of Human Resources, South Plains College, 1401 S. College Ave., Levelland, TX 79336.**

Date of Application: _____

Position(s) Desired: 1) _____ 2) _____

Name: _____ Social Security Number _____
Last First MI

Mailing Address _____ City _____ State _____ Zip _____

Home Phone: _____ Work Phone: _____

Date Available: _____ Are you legally eligible to work in the U.S.? Yes No

Preferred Employment: Full -Time Part - Time

Have you been previously employed with South Plains College? Yes No If so, when? _____ What position? _____

Do you have relatives currently employed at South Plains College? Yes No If yes, Relationship: _____

Have you ever been convicted of a felony? Yes No (Conviction will not necessarily disqualify an applicant for employment.)
If yes, please describe conditions on a separate sheet.

EDUCATION

Name of High School Attended: _____ City _____ State _____

Highest Grade Completed: 9 10 11 12

Name of last College Attended: _____

Highest Year Completed: 1 2 3 4 Did you graduate? Yes No

College Degrees Earned _____

Major Field(s) of Study: _____

MILITARY RECORD

Have you served in U.S. Armed Forces? Yes No What Branch? _____ Date of Duty: From _____ To _____

Describe any training/experience relevant to position for which you are applying: _____

Rank at Separation _____

SKILLS

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> Typing | <input type="checkbox"/> Word Processor | <input type="checkbox"/> Shorthand | <input type="checkbox"/> Systems Programming |
| <input type="checkbox"/> Systems Analysis | <input type="checkbox"/> 10 Key by Touch | <input type="checkbox"/> Data Entry | <input type="checkbox"/> Grounds Maintenance |
| <input type="checkbox"/> Maintenance Work | <input type="checkbox"/> Custodial | <input type="checkbox"/> Security Guard / Police | |
| <input type="checkbox"/> Other: _____ | | | |

List Licenses and Certificates presently or formerly held: _____

GENERAL INFORMATION

What chemicals are you allergic to? _____

Have you ever been bonded? Yes No Drivers License Number _____ State _____

In case of emergency notify: Name: _____ Phone _____

Address: _____

EMPLOYMENT RECORD

Please list last three positions held. Complete all applicable data. Do not refer to resume. List most recent experience first.

1. Name of Employer: _____ From _____ To _____
Address: _____ City _____ State _____
Job Title: _____ Name of Supervisor _____
Starting Pay Rate: \$ _____ Hour Week Month Ending Pay Rate: \$ _____ Hour Week Month
Reason for leaving: _____ May we contact this employer? Yes No

2. Name of Employer: _____ From _____ To _____
Address: _____ City _____ State _____
Job Title: _____ Name of Supervisor _____
Starting Pay Rate: \$ _____ Hour Week Month Ending Pay Rate: \$ _____ Hour Week Month
Reason for leaving: _____ May we contact this employer? Yes No

3. Name of Employer: _____ From _____ To _____
Address: _____ City _____ State _____
Job Title: _____ Name of Supervisor _____
Starting Pay Rate: \$ _____ Hour Week Month Ending Pay Rate: \$ _____ Hour Week Month
Reason for leaving: _____ May we contact this employer? Yes No

REFERENCES

List name, address and telephone numbers of three references who are not related to you and are not previous employers:

CERTIFICATION OF APPLICATION

I hereby authorize any former employer, except as noted, or any other person given as a reference, to answer any and all questions that may be asked concerning me. I certify that the information on this application is true and complete. I understand that any misrepresentation or omission of facts may be considered cause for rejection of my application or termination of employment. I understand that nothing contained in this application or in the granting of an interview is intended to create an employment contract between South Plains College and myself for either employment or the provision of any benefit. No promises regarding employment have been made to me. If I am offered and accept employment with the College, I acknowledge that I am an "at-will" employee subject to the "at-will" provisions of the applicable laws of the United States and the State of Texas.

Signature

Date

Public Law 91-508 requires that we advise you that a routine inquiry may be made during our initial or subsequent processing of your application for employment which will provide applicable information concerning character, general reputation, personal characteristics and mode of living. Upon written request, additional information as to the nature and scope of the inquiry, if one is made, will be provided.

Office of Human Resources, South Plains College, 1401 S. College Ave., Levelland, TX 79336. (806) 894-9611, ext. 2177.

AN EQUAL OPPORTUNITY – AFFIRMATIVE ACTION EMPLOYER