



# 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