



EMPLOYMENT APPLICATION
Part-Time Faculty 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. 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.**

PERSONAL DATA

Name _____
 (Last) (First) (Middle) (Previous) (Social Security No.)

Address _____
 (Street) (City) (State) (Zip)

Work Telephone No. _____ Home Telephone No. _____

Position applying for: _____

Are you legally eligible for employment in the U.S.? Yes No

Are you willing to work evenings as part of your regular employment? Yes No

Are you willing to work evenings and travel out-of-town as part of your employment? Yes No

Are you willing to work both on campus and at the off-campus locations? Yes No

Are you related in any way to a South Plains College Board of Regent Member or employee? Yes No

If yes, indicate their name and relationship to you. _____

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

EDUCATION AND PROFESSIONAL TRAINING

	Name and Location of School or College	Diploma, Certificate or Degree	Major Area(s)	Sem. Hrs.	Minor Area(s)	Sem. Hrs.	Overall GPA
High School/GED							
College							
Other							

Graduate hours earned above last degree _____ Major Areas _____

List any professional certificates or licenses which you hold _____

Attach copies of all college transcripts.

TEACHING and /or WORK EXPERIENCE

List all positions held for the last **TEN** years.

Complete all applicable data. Do not refer to resume. List most recent experience first.

EMPLOYER'S NAME AND ADDRESS	DATES		TITLE, DUTIES
	FROM	TO	
	ANNUAL SALARY BEGINNING ENDING		
SUPERVISOR:			REASON FOR LEAVING:

Total months of work experience in occupational field for which application is made. Full Time _____ Part Time _____

May we contact this employer? Yes No

EMPLOYER'S NAME AND ADDRESS	DATES		TITLE, DUTIES
	FROM	TO	
	ANNUAL SALARY BEGINNING ENDING		
SUPERVISOR:			REASON FOR LEAVING:

Total months of work experience in occupational field for which application is made. Full Time _____ Part Time _____

May we contact this employer? Yes No

EMPLOYER'S NAME AND ADDRESS	DATES		TITLE, DUTIES
	FROM	TO	
	ANNUAL SALARY BEGINNING ENDING		
SUPERVISOR:			REASON FOR LEAVING:

Total months of work experience in occupational field for which application is made. Full Time _____ Part Time _____

May we contact this employer? Yes No

EMPLOYER'S NAME AND ADDRESS	DATES		TITLE, DUTIES
	FROM	TO	
	ANNUAL SALARY BEGINNING ENDING		
SUPERVISOR:			REASON FOR LEAVING:

Total months of work experience in occupational field for which application is made. Full Time _____ Part Time _____

May we contact this employer? Yes No

SUPPLEMENTAL INFORMATION

This supplement allows you an opportunity to summarize any non-traditional teaching experiences and/or work experiences which you feel relate directly to the position for which you are applying. It is important that you be as specific as possible, since these experiences will be evaluated as possible equivalents to traditional educational training and work experience and may be used to help determine placement on the entry-level salary schedule.

RELATED WORK EXPERIENCES

(List most recent first.)

Name and address of employer or business:

Months & Years

From	To

Average number of hours worked per week _____

Describe your duties and how they relate to the position(s) for which you are applying.

Name and address of employer or business:

Months & Years

From	To

Average number of hours worked per week _____

Describe your duties and how they relate to the position(s) for which you are applying.

Attach a supplemental page if there are additional experiences you wish to have considered. Maintain the same format.

INFORMATION RELEVANT TO THE POSITION

If you have additional information that you feel might be pertinent to this position, please include your remarks below.

REFERENCES

Provide names, addresses and phone numbers of three references other than present or former employers.

Name	Address	Phone Number
1.		
2.		
3.		

PLEASE READ CAREFULLY

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 further 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 South Plains 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. The only exception to my "at-will" employee status is if I receive a written bona fide employment contract signed by the President of the College.

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.

*Return completed application to:
Office of Human Resources, South Plains College, 1401 S. College Ave., Levelland, TX 79336.
(806) 894-9611, ext. 2177.*