

Application for Employment

Trident Technical College
Human Resources Department
P.O. Box 118067
Charleston, SC 29423-8067



Trident Technical College does not discriminate in admissions or employment on the basis of race, gender, national or ethnic origin, age, religion or disability. In compliance with Title IX of the Education Amendments of 1972 and section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Trident Technical College offers access and equal opportunity in its admissions policies, academic programs and services and employment to individuals with disabilities in that no otherwise qualified person will be denied these provisions on the basis of a disability.

Today's Date _____
Month Day Year

A separate application is required for each position. If applying for a faculty position please attach transcript copies.

POSITION APPLYING FOR _____ Reference Number from Ad _____

Type of Position Applying for: F/T Faculty P/T or Temp Faculty F/T Staff P/T or Temp Staff

PERSONAL DATA

Name _____
First Middle Initial Last

Address _____
Street Address, Route P.O. Box Number Apartment Number

City County State Zip

Phone _____ SSN _____
(Area Code) Home Business

Email Address _____

Are you presently a State of S.C. employee? Yes No If yes, _____
Agency Band

List relatives employed at Trident _____
Name Relationship

Were you previously employed by Trident? Yes No If yes, when and in what capacity? _____

Are you authorized to work in the United States? Yes No
(Offers of employment will be contingent on proof of employment eligibility under federal and state law.)

How were you referred to Trident? Newspaper Ad Employee Other (Specify) _____

Have you been convicted of a crime other than minor traffic violations? Yes No

Charges Where Convicted Date of Conviction Current Status

Note: A "Yes" answer to this question will not necessarily bar you from employment. The nature, severity and date of the offense in relation to the position for which you are applying are considered.

*****FOR HUMAN RESOURCES USE ONLY*****

Correspondence	Notes _____
Acknowledgment _____	_____
Transcripts _____	_____
Qualifications _____	_____
Rejection _____	_____
Other _____	_____

Minimum Salary Expected _____

Date Available to Work _____

Hours Available to Work _____

PROFESSIONAL REFERENCES

List the names, addresses and telephone numbers of three **professional references** who are directly familiar with your work experience, qualifications, and/or background. At least one reference should be a supervisor.

Name Professional Relationship Phone Number

Address

Name Professional Relationship Phone Number

Address

Name Professional Relationship Phone Number

Address

Do you have a valid driver's license? Yes No

If yes, _____
 State Number Expiration

EDUCATION AND TRAINING

School	Name and Location of School	Course of Study	Circle Last Year Completed				Did You Graduate?		Certificate or Degree Received
			9	10	11	12	Yes	No	
High			From	To					
College			1	2	3	4	Yes	No	
Graduate			1	2	3	4	Yes	No	
Other Studies			1	2	3	4	Yes	No	

Books, Papers or Articles Published:

PROFESSIONAL CERTIFICATES OR LICENSES

Profession	License or Registration	State Issuing License or State in which Registered	License Number

FACULTY DATA (complete if applying for a faculty position)

Specify hours and days of the week you are available for assignment. _____

Specify any Trident area geographic preferences or limitations you may have. _____

Summarize subject areas and course levels you are interested in teaching. _____

Employment Record

This section must be accurate and complete. A resume may be attached but CANNOT BE SUBSTITUTED for completing this section.

List jobs starting with your present or last job. List your entire work history including self-employment and volunteer, part-time, temporary and military jobs. List each promotion as a separate job. At least two current/former supervisors may be contacted regarding your application for employment with Trident. If more space is needed, attach additional sheets in the same format including your name, social security number and signature.

1. Title of current or most recent position _____
Organization name and address _____ Description of specific duties _____

Full time _____ Part time _____
Hrs./Wk. Hrs./Wk.
From _____ To _____
Mo. Yr. Mo. Yr.
Starting salary _____ Last salary _____
Name on employment records if different from present name _____
Supervisor _____
Contact supervisor Yes No Reason for leaving _____
Phone number _____

2. Title of previous position _____
Organization name and address _____ Description of specific duties _____

Full time _____ Part time _____
Hrs./Wk. Hrs./Wk.
From _____ To _____
Mo. Yr. Mo. Yr.
Starting salary _____ Last salary _____
Name on employment records if different from present name _____
Supervisor _____
Contact supervisor Yes No Reason for leaving _____
Phone number _____

3. Title of previous position _____
Organization name and address _____ Description of specific duties _____

Full time _____ Part time _____
Hrs./Wk. Hrs./Wk.
From _____ To _____
Mo. Yr. Mo. Yr.
Starting salary _____ Last salary _____
Name on employment records if different from present name _____
Supervisor _____
Contact supervisor Yes No Reason for leaving _____
Phone number _____

Continued

4. Title of previous position _____
 Organization name and address _____ Description of specific duties _____

 Full time _____ Part time _____
 Hrs./Wk. Hrs./Wk.
 From _____ To _____
 Mo. Yr. Mo. Yr.
 Starting salary _____ Last salary _____
 Name on employment records if different from present name _____
 Supervisor _____
 Contact supervisor Yes No Reason for leaving _____
 Phone number _____

Additional Comments and Skills: Use this space to add any comments or information which would help to evaluate your application. Include skills, qualifications, awards and training courses related to the position for which you are applying. Use attachment if necessary.

COMPUTER SKILLS:

- Hardware: _____
- Software Packages: _____
- Programming Languages: _____
- Keyboard WPM: _____
- Other (list): _____

Have you ever been discharged or forced to resign from any job? Yes No If yes, explain.

PLEASE CAREFULLY READ

Student Loan: South Carolina law (59-111-50) prohibits employment with Trident Technical College to persons who have defaulted on certain student loans, unless they can prove that satisfactory arrangements have been made for repayment. By my signature, I certify that I am not currently in default on a student loan.

Signature _____ Date _____

Authority to Release Information: By my signature, I consent to the release of information to authorized officers, agents, and/or employees of Trident Technical College which may include but not be limited to information concerning my past and present work; including my official personnel files; attendance records; evaluations; educational records including transcripts; military service; law enforcement record; and/or any personnel record deemed necessary. In addition, I consent to authorize appropriate officers, agents, and/or employees of Trident Technical College to make inquiries of third parties such as credit bureaus. I also understand my background may be investigated, including a fingerprint check, and I may be required to successfully pass a medical examination as a condition of employment. I further release the organization, educational entity, present and former employers, law enforcement organizations, and all third parties from any and all claims of whatever nature that I may have as a result of any inquiry or response given to such inquiries made in connection with my application for employment.

Signature _____ Date _____

Certification of Applicant: By my signature, I affirm, agree, and understand that all statements on this form are true and accurate. Any misrepresentation, falsification, or material omission of information or data on this application may result in exclusion from further consideration or, if hired, termination of employment. If I have requested herein that my present employer not be contacted, an offer of employment may be conditioned upon acceptable information and verification from such employer prior to beginning work.

Signature _____ Date _____

EEO REPORTING AND PERSONNEL RESEARCH

This information is needed to satisfy Equal Employment Opportunity Reporting and personnel research requirements.

Job Announcement Number:	Position Applying For:	Date:
--------------------------	------------------------	-------

I. PERSONAL DATA

Applicant Name: (first/middle/last)	SSN:
Address: (street/city/state/zip)	
Home Phone Number: (include area code)	Date of Birth
Are you currently employed by Trident Technical College? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, what position?	

II. PLEASE CHECK THE BOXES THAT APPLY TO YOU.

Marital Status: <input type="checkbox"/> S - Single <input type="checkbox"/> M - Married	Ethnicity: Are you Hispanic/Latino? <input type="checkbox"/> Yes <input type="checkbox"/> No Check all that characterize your race. (NOTE: Regardless of your answer to the previous question, please check one or more races to indicate what you consider yourself to be.) <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White	Education: <input type="checkbox"/> 01 - Completed Grade 1 <input type="checkbox"/> 02 - Completed Grade 2 <input type="checkbox"/> 03 - Completed Grade 3 <input type="checkbox"/> 04 - Completed Grade 4 <input type="checkbox"/> 05 - Completed Grade 5 <input type="checkbox"/> 06 - Completed Grade 6 <input type="checkbox"/> 07 - Completed Grade 7 <input type="checkbox"/> 08 - Completed Grade 8 <input type="checkbox"/> 09 - Completed Grade 9 <input type="checkbox"/> 10 - Completed Grade 10 <input type="checkbox"/> 11 - Completed Grade 11 <input type="checkbox"/> 12 - Completed Grade 12 or GED <input type="checkbox"/> 13 - Completed 1 Year Post Secondary <input type="checkbox"/> 14 - Completed 2 Years Post Secondary <input type="checkbox"/> 15 - Completed 3 Years Post Secondary <input type="checkbox"/> 16 - Associate Degree <input type="checkbox"/> 17 - Bachelor's Degree <input type="checkbox"/> 18 - Master's Degree <input type="checkbox"/> 19 - Doctorate <input type="checkbox"/> 20 - Juris Doctorate <input type="checkbox"/> 21 - Medical Doctorate
Gender: <input type="checkbox"/> F - Female <input type="checkbox"/> M - Male	Veteran Status: <input type="checkbox"/> 0 - Non-Veteran <input type="checkbox"/> 1 - Vietnam Era Veteran <input type="checkbox"/> 2 - Disabled Vietnam Era Veteran <input type="checkbox"/> 3 - Veteran - other <input type="checkbox"/> 4 - Disable Veteran – other	
Are you currently receiving any of the following? <input type="checkbox"/> 01 - TANF <input type="checkbox"/> 02 - Food Stamps		
How did you learn about this vacancy? <input type="checkbox"/> A - Private Employment Agency <input type="checkbox"/> B - Community Agency <input type="checkbox"/> C - Employment Security Commission <input type="checkbox"/> D - Media Advertisement (please specify) _____ <input type="checkbox"/> E - Active-Employee Referral <input type="checkbox"/> F - Retired-Employee Referral <input type="checkbox"/> G - Other Personal Referral <input type="checkbox"/> H - Campus Recruiting <input type="checkbox"/> I - Job Fair/Career Weekend <input type="checkbox"/> J - Walk-in <input type="checkbox"/> K - Internet Site (please specify) _____		



TRIDENT TECHNICAL COLLEGE

Jeanne Clery Disclosure of Campus Security Policy, Campus Crime Statistics Act, and S.C. Campus Sexual Assault Information Act

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and the Campus Crime Statistics Act, statistics for crimes and related incidents occurring on campus (Berkeley, Main and Palmer) and on public property surrounding the campuses is now available from TTC's Public Safety Department in building 100, room 123 or at P.O. Box 118067, Charleston, S.C., 29423-8067, phone 843-574-6052, or go to: http://www.tridenttech.edu/4130_4131.htm.

In accordance with the S.C. Campus Sexual Assault Information Act, a copy of TTC's sexual assault policy may be obtained from the college's office of the Vice President for Student Services, building 410, room 220 or the Director of Human Resources, building 900, room 111.