



Employee Services
 Maricopa Community Colleges
 2411 W. 14th Street,
 Tempe, AZ 85281-6942

Job Hotline: (480) 731-8444
 Web Site: www.dist.maricopa.edu/hrweb

Input Operator _____

FACULTY, STAFF AND MANAGEMENT EMPLOYMENT APPLICATION

Applications are accepted only for those positions advertised in our Job Opportunities Bulletins. A separate application is required for each position. **A cover letter that specifically addresses the minimum and desired qualifications for the job is highly recommended.** Applications must be received by the closing date stated on the Job Opportunities Bulletin. Applications may be hand delivered, mailed, faxed to (480) 731-8599, or deposited in the drop box outside the District Office building by 5:00 p.m. on the closing date Arizona time (Arizona does not observe Daylight Savings Time).

A completed application packet for **faculty** must also include the attached Course Completion Form. See www.dist.maricopa.edu/hrweb for complete information on how to apply for faculty positions.

POSITION:		Posting #:	
Last Name:		First Name:	MI :
Street Address:			
City:		State:	Zip Code:
Home Phone:	Work Phone:	Message:	
Driver's License Number:	State:	Currently Valid? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you authorized to work and remain in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		Social Security Number:	
Email address (optional) :			
Have you ever been employed by MCCCCD? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, from _____ to _____	
Position(s) held:		Location:	
Are you related to any MCCCCD employee? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, name:		Relationship: Location:	
Have you ever been convicted of a crime?* <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give details including charges, dates and locations. A conviction will not necessarily disqualify an applicant from the position sought.			
Are you a US military service veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No		Honorable Discharge <input type="checkbox"/> Yes <input type="checkbox"/> No	

*"Convicted of a crime" means entry of a final judgment on a verdict or a finding of guilty, or a plea of nolo contendere, in a court of competent jurisdiction in a criminal case, regardless of whether an appeal is pending or could be taken. Conviction does NOT include a final judgment that has been expunged by pardon, reversed, set aside, or otherwise rendered invalid.

EDUCATION: CHECK HIGHEST GRADE COMPLETEDHigh School: 9 10 11 12 H.S. Graduate? Yes No GED? Yes No

College or University Name and Location	Credit hours		Major	Degree, if completed, or expected date
	Sem	Qtr		

Summary of Courses Taught:Please list all of the courses you have **taught** in the discipline for which you are applying.

Dates Taught: From/To	Course Title

List Teaching certifications (indicate discipline)/Current Licenses/Professional Registrations/Certifications	State	Expiration Date

Professional Memberships (Do not include those that indicate race, color, origin, sex, age, or religious beliefs.)

COMPUTER SKILLS: List the computer software programs and hardware with which you are proficient.

SOFTWARE & HARDWARE	SOFTWARE & HARDWARE (cont.)

Other Training: Name and address of school(s)	Course of Study	Diploma/Certificate

EMPLOYMENT HISTORY: List your employment history (including military experience) beginning with your current or last position within the last ten years. A resume and cover letter are highly recommended but will not be accepted in lieu of a completed application form. If you had more than one position with the same employer, list each separately. Attach additional sheets for continuation if necessary, following the same format. Failure to provide this information may result in your application not receiving proper consideration.

Employer:		Employment Dates: From:	
		To:	
Your Job Title:			Part time <input type="checkbox"/>
			Full time <input type="checkbox"/>
Address:			
Supervisor:		Title:	Phone:
Description of Work:			
Reason for Leaving		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Employer:		Employment Dates: From:	
		To:	
Your Job Title:			Part time <input type="checkbox"/>
			Full time <input type="checkbox"/>
Address:			
Supervisor:		Title:	Phone:
Description of Work:			
Reason for Leaving:			
Employer:		Employment Dates: From:	
		To:	
Your Job Title:			Part time <input type="checkbox"/>
			Full time <input type="checkbox"/>
Address:			
Supervisor:		Title:	Phone:
Description of Work:			
Reason for Leaving:			
Employer:		Employment Dates: From:	
		To:	
Your Job Title:			Part time <input type="checkbox"/>
			Full time <input type="checkbox"/>
Address:			
Supervisor:		Title:	Phone:
Description of Work:			
Reason for Leaving:			

Employer:		Employment Dates: From:	
		To:	
Your Job Title:			Part time <input type="checkbox"/>
			Full time <input type="checkbox"/>
Address:			
Supervisor:		Title:	Phone:
Description of Work:			
Reason for Leaving			
Employer:		Employment Dates: From:	
		To:	
Your Job Title:			Part time <input type="checkbox"/>
			Full time <input type="checkbox"/>
Address:			
Supervisor:		Title:	Phone:
Description of Work:			
Reason for Leaving:			
Employer:		Employment Dates: From:	
		To:	
Your Job Title:			Part time <input type="checkbox"/>
			Full time <input type="checkbox"/>
Address:			
Supervisor:		Title:	Phone:
Description of Work:			
Reason for Leaving:			
Employer:		Employment Dates: From:	
		To:	
Your Job Title:			Part time <input type="checkbox"/>
			Full time <input type="checkbox"/>
Address:			
Supervisor:		Title:	Phone:
Description of Work:			
Reason for Leaving:			
Employer:		Employment Dates: From:	
		To:	
Your Job Title:			Part time <input type="checkbox"/>
			Full time <input type="checkbox"/>
Address:			
Supervisor:		Title:	Phone:
Description of Work:			
Reason for Leaving:			

REFERENCES: Please list the names and telephone numbers of three professional references (co-workers, customers, and/or supervisors other than those listed above).

Name	Relationship	Telephone Number

IF I AM NOT CHOSEN FOR THIS POSITION, PLEASE FEEL FREE TO SHARE INFORMATION ABOUT ME WITH OTHER MCCCCD OFFICES AND COLLEGES SO THEY MIGHT CONTACT ME AND INVITE ME TO APPLY FOR A SIMILAR POSITION. (NOTE: YOU STILL MUST APPLY FOR ANY ADVERTISED POSITION OF WHICH YOU ARE INTERESTED).

YES NO

PLEASE READ CAREFULLY

The Maricopa County Community College District does not discriminate in hiring or in the terms or conditions of employment on the basis of race, color, religion, sex, national origin, Vietnam-era veteran, disability status or sexual orientation. Federal law prohibits discrimination on the basis of age against persons 40 and older. No question on this application is intended to secure information to be used for such discrimination.

APPLICATION ACKNOWLEDGEMENT

I hereby authorize Maricopa County Community College District to investigate my background, references, employment record and other matters related to my suitability for employment. This may include a criminal background check and a check on my driving record. I also authorize my former employers or any third party to disclose to MCCCCD all reports and other information related to my suitability for employment, personal or otherwise, without giving me prior notice of such disclosure. I hereby release MCCCCD, former employers, and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

- I understand that employment into a driving position is dependent upon a safe driving record.
- I understand that employment into a short term or temporary position may be terminated without cause at any time.
- I understand falsification or omission of facts is sufficient cause for dismissal if an applicant is hired, regardless of the date of discovery.
- My signature below asserts that all information given in this application is true, and acknowledges my understanding and agreement with all material and conditions as stated.

Applicant Signature

Date

A Course Completion form is required for all faculty applications. Go to <http://www.dist.maricopa.edu/hrweb/ct.doc> to access the Course Completion form.

EQUAL EMPLOYMENT OPPORTUNITY SURVEY
MARICOPA COMMUNITY COLLEGES

Date: _____

TO ALL APPLICANTS

Maricopa Community Colleges is an Equal Opportunity/Affirmative Action Employer and complies with all applicable federal and state regulations. We are required to solicit the information indicated below. This information is kept for statistical reporting and Federal EEO/AA requirements. Once received, this information will be kept separate from your application materials and will be treated in high confidential manner. Your responses are voluntary and your cooperation in providing this information is appreciated. Please return this form with your application.

Name: (Last, First, MI)		Social Security Number	
POSITION APPLIED FOR	DEPARTMENT/COLLEGE	POSTING NUMBER	

ETHNICITY

- (1) White/Caucasian: (Not of Hispanic Origin): A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- (2) Black/African American (Not of Hispanic Origin): A person having origins in any of the Black racial groups of Africa.
- (3) Hispanic/Chicano: A person of Mexican, Puerto Rican, Cuban, Central or South America, or other Spanish culture or origin, regardless of race.
- (4) Asian or Pacific Islander: A person having origins in any original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, Samoa, India, Pakistan, and Bangladesh.
- (5) American Indian or Alaskan native: A person having origins in any of the original peoples of North America who maintains cultural identification through tribal affiliation or community recognition.

GENDER

Male Female

NOTE: We are a federal contractor and receive federal financial assistance and are therefore subject to Section 503 and Section 504 of the Rehabilitation Act of 1973 and Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974. These Sections require us to take affirmative action to employ and advance in employment qualified handicapped individuals (section 503) and special disabled veterans and veterans of the Vietnam Era (Section 402). If you are handicapped or a special disabled veteran, covered by this Program and would like to be considered under our Affirmative Action Program, please complete the information below. This Information is strictly voluntary.

VETERANS STATUS

- (1) Vietnam Era Veteran: Person who served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964, and May 7, 1975, and was discharged or released therefrom with other than a dishonorable discharge, or who was discharged or released from active duty for a service-connected disability if any part of such active duty was performed between August 5, 1964, and May 7, 1975, and who was so discharged or released within 48 months preceding an alleged violation of the Vietnam Era Veterans Readjustment Assistance Act.
- (2) Special Disabled Vietnam Veteran: Person who is a Vietnam era veteran and who is entitled to disability compensation under laws administered by the Veteran's Administration for disability rated at 30 percent or more, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.
- (3) Special Disabled Veteran: Person entitled to disability compensation under laws administered by the Veteran's Administration for disability rated at 30 percent or more, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

APPLICANT SOURCE DATA

Name		Social Security Number	
Position Applied For	College	Posting #	

HOW DID YOU LEARN OF THIS POSITION

The following are resources that are used by the Maricopa Community Colleges Employee Services Department in recruitment efforts. So that we may assess which are most effective, please indicate how you learned of this position.

- AACHE-Arizona Association of Chicanos for Higher Education (17)
- Arizona Republic Advertisement (7)
- Arizona Informant (10)
- Asian Sun News (36)
- Asian American Times
- ASU Graduate List (80)
- Chronicle of Higher Education: **Newspaper** (23)
- Chronicle of Higher Education: **Internet site** (94)
- Employment Agency (29)
- Employee Referral (5)
- Prensa Hispana (95)
- 50 Plus (50)
- Job Fair (31) Specify _____
- MCBAA-Maricopa Council on Black American Affairs (18)
- Maricopa Community Colleges: Internal Job Opportunities Bulletin (1)
- Maricopa Community Colleges: External Job Opportunities Bulletin (2)
- Maricopa Community Colleges: Hotline (3)
- Maricopa Community Colleges: Web Site (45)
- MCCCC Association of Asian and Pacific Islander (84)
- Military (40)
- Minority Community Organization (53) * Specify _____
- National Conference (74) Specify _____
- Radio Announcement (32)
- Recruitment Brochure/Flyer (25)
- Recruitment Trip (26) * Specify _____
- Professional Journal (14)* Specify _____
- Tribune (8)
- U of A Graduate List (82)
- UTEC-United Tribal Employee Council (18)
- Walk-In (4)
- www.ccollegejobs.com
- www.higheredjobs.com
- www.careerbuilder.com
- www.jobing.com
- Other Source (97) * Specify _____