

ADMINISTRATION, FACULTY, STAFF EMPLOYMENT APPLICATION

PLEASE READ CAREFULLY

APPLICANTS MAY REQUEST ANY NEEDED ACCOMMODATION TO PARTICIPATE IN THE APPLICATION PROCESS.

Butler County Community College is committed to providing equal opportunity in admissions and treatment of students, in educational programs for students, in employment opportunities and in governance of the College, without regard to race, color, religious creed, ancestry, national origin, handicap or disability, age, or sex.

The College shall take affirmative action to ensure (1) that it does not discriminate against an employee or applicant for employment or another person because of race, color, religious creed, ancestry, national origin, handicap or disability, age or sex; (2) that it does not subject students to unlawful discrimination in the admission process, take any action, direct or indirect, to segregate students in a classroom or course, or subject students to different or separate treatment in, nor restrict the enjoyment by a student of, a service, facility, activity or program at the College on the basis of race, color, religious creed, ancestry, national origin, handicap or disability, age or sex; and (3) that it does not discriminate in the employment of administrators on the basis of race, color, religious creed, ancestry, national origin, handicap or disability, age or sex and that its governance structure includes diverse membership broadly representative of the public interest as may be required by law or regulation.

There shall be no retaliation against any applicant, employee, or student for filing a harassment or discrimination complaint, or assisting, testifying, or participating in the investigation of such a complaint. Any applicant, employee, or student reporting sexual or other harassment or discrimination will also be protected from reprisals or retaliation by the College, any supervisors, and/or co-workers as a result of such complaint(s).

The College is committed to be in compliance with the Pennsylvania Human Relations Act (43 P. S. §§ 951-962.2) and the Pennsylvania Fair Educational Opportunities Act (24 P.S. § 5001-5009). Employment and educational opportunities at Butler County Community College are available to all as required by Title VI, Title VII, Title IX, Section 504 of the Rehabilitation Act, the Pennsylvania Fair Educational Opportunities Act, the Pennsylvania Human Relations Act, and all applicable laws and regulations.

For information regarding equal education and employment opportunity including services, activities and facilities that are usable and accessible to disabled persons, contact the Director of Human Resources/Equal Opportunity Compliance Officer, Butler County Community College by telephone at (724) 287-8711, Ext. 8353, or in writing at P. O. Box 1203, Butler, PA 16003-1203. If an applicant, employee, or student is physically or mentally disabled, he/she may request accommodations, academic adjustments, or auxiliary aids or services. Information on the College's services for disabled students may be obtained from the Academic Counselor and Disabilities Coordinator at Ext. 8327. Employees or applicants should contact the Director of Human Resources/Equal Opportunity Compliance Officer at Ext. 8353 for more information.

For information regarding the College's Grievance Procedure, visit our website at www.bc3.edu/humanresources/grievance-procedure.asp or contact the Director of Human Resources/Equal Opportunity Compliance Officer, Butler County Community College by telephone at Ext. 8353 or in writing at the above address.

Butler County Community College selects applicants based on the requirements and qualifications of a particular position. It is not possible to interview all applicants. We ask that you be as specific as possible when completing the application. Please feel free to add any information you consider to be helpful in our selection of the most qualified applicant. Your application for employment will be given full consideration. Our main source of information concerning your qualifications is this application. Your employment history and skills will be carefully evaluated. Only employment applications with original signatures will be accepted. Any materials submitted will be the property of the College. A separate application must be completed for each position for which you are applying. Electronic and faxed documents are not acceptable.

INSTRUCTIONS: Type or print. Notify the College of any change in address subsequent to filing this application. If more space is required, attach an additional sheet as needed.

| | | | |
|---|------------|---------------------|---|
| Last Name | First Name | Middle Name/Initial | Home Phone Number |
| Address | | | Cell Phone Number |
| City | State | Zip Code | Work Phone Number |
| Position of Interest | | | E-Mail Address |
| Please indicate any other name(s) used while employed | | Today's Date | XXX-XX- Last Four Digits of Social Security Number |

NAME _____

EMPLOYMENT: List below all employment for the past ten years, beginning with your most recent and accounting for all periods of unemployment (volunteer/unpaid services are also acceptable).

| | |
|--|---|
| Name of Employer _____ | Dates of Employment: From _____ To _____ |
| Address _____ | Phone # _____ |
| Type of Business _____ | Final Salary _____ |
| Position Held _____ | Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> |
| Job Duties _____ | Reason for Leaving _____ |
| May we contact this employer for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No | Supervisor's Name _____ |

| | |
|--|---|
| Name of Employer _____ | Dates of Employment: From _____ To _____ |
| Address _____ | Phone # _____ |
| Type of Business _____ | Final Salary _____ |
| Position Held _____ | Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> |
| Job Duties _____ | Reason for Leaving _____ |
| May we contact this employer for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No | Supervisor's Name _____ |

| | |
|--|---|
| Name of Employer _____ | Dates of Employment: From _____ To _____ |
| Address _____ | Phone # _____ |
| Type of Business _____ | Final Salary _____ |
| Position Held _____ | Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> |
| Job Duties _____ | Reason for Leaving _____ |
| May we contact this employer for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No | Supervisor's Name _____ |

| | |
|--|---|
| Name of Employer _____ | Dates of Employment: From _____ To _____ |
| Address _____ | Phone # _____ |
| Type of Business _____ | Final Salary _____ |
| Position Held _____ | Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> |
| Job Duties _____ | Reason for Leaving _____ |
| May we contact this employer for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No | Supervisor's Name _____ |

NAME _____

EDUCATION: Please list High School, Technical, Trade, Professional, Military, or Business School, College and/or Universities attended.

| School Name | Major | Diploma/Degree Received | Semester Hrs/Credits |
|-------------|-------|-------------------------|----------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

PERSONAL DATA:

Please indicate the type of position for which you are interested:

Full-Time Part-Time Temporary Summer Only

If part-time: Hours, days available _____

Anticipated Salary _____ Date Available _____

Are you a U.S. citizen? Yes No If no, please indicate visa classification _____

Are you legally eligible to work in the United States? Yes No
(proof of identity and eligibility will be required upon employment)

Are you over 18 years of age? Yes No If no, you will be required to provide authorization to work.

Please indicate the name(s) and relationship of any relatives currently working for Butler County Community College _____

Have you been charged with a criminal offense which constituted a felony or misdemeanor or have you ever plead guilty or been convicted of a felony or misdemeanor?

Yes No If yes, please explain (a conviction will not necessarily disqualify an applicant).

Please list professional memberships, professional affiliations, extracurricular activities and accomplishments (do not include information that relates to race, ethnicity, political, or religious affiliation).

Please list any licenses, certificates, or special skills that you possess related to this job. _____

Indicate computer/software experience _____

Clerical applicants only: Typing – WPM _____

NAME _____

REFERENCES: List below the names, addresses, and telephone numbers of three professional references, who are not related to you, who have knowledge of your qualifications for the position for which you are applying.

| Name | Address | Telephone Number | Years Known | Title/ Relationship |
|-------|---------|------------------|-------------|---------------------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

APPLICANT'S CERTIFICATION:

I hereby certify that the statements and information contained in this application and other materials submitted are true, complete and correct to the best of my knowledge and belief, and I authorize Butler County Community College, and my former employers listed to verify the accuracy.

I release all parties and persons from any and all claims, lawsuits, and any liability what-so-ever for damages that may result from furnishing such information to Butler County Community College.

I understand and agree that:

- Any misrepresentation, falsification, or material omission of information on this application may result in my failure to receive an offer, or, if I am hired, in my dismissal from employment.
- All offers of employment are conditioned on the provision of satisfactory proof of an applicant's identity and legal authority to work in the U.S.
- Filing an application at the College does not indicate there are positions open or obligate the College in any way.
- The information contained herein will be held confidential and is, together with any attached papers, the property of the College.

Candidates who are extended a conditional offer of employment at Butler County Community College may be required to undergo a complete medical examination at the time of appointment.

In consideration of my employment, I agree to fully adhere to the policies, rules, and regulations of employment with Butler County Community College and in the absence of a collective bargaining agreement I understand that my employment and compensation can be terminated at-will, with or without cause, and with or without notice, at any time, whether at my option or at the option of Butler County Community College. Compensation, benefits, salary/hourly rate, hours of work, policies, rules, and regulations of employment and other working conditions are subject to change at the College's discretion.

Signature of Applicant

Date