



TEXARKANA COLLEGE
PERSONNEL APPLICATION

(Please print or type)

Date of Application _____ Position for Which Applying _____

Name _____

Last

First

M. I.

Present Address _____

Street or Post Office Box

City

State

Zip

Phone Number (H or C) _____ E-mail address _____

Present Employer _____ Present Position _____

EDUCATIONAL PREPARATION OF APPLICANT

	Name of Institution	State	Dates Attended	Graduation Date / Degree/Major
High School				
College(s) or Universities				
Technical and/or Business Schools				

EMPLOYMENT EXPERIENCE (List most recent employer FIRST)

Position	Responsibilities	Inclusive Dates	Employer Name & Address
Reason for leaving:			
Reason for leaving:			
Reason for leaving:			
Reason for leaving:			

REFERENCES (Include how the reference is acquainted with you (supervisor, co-worker, friend, etc.)

<u>Name</u>	<u>Address (email is preferred)</u>	<u>Phone Number</u>	<u>Reference Relationship</u>

Any additional information which you believe will assist us in arriving at a true estimate of your qualifications may be provided in the space below.

Veteran Information:

Are you a Veteran?	Yes	or	No
If yes, do you claim Veterans' preference? (Must provide your DD-214)	Yes	or	No
Are you a surviving spouse of a veteran who has not remarried?	Yes	or	No
Are you an orphan of a veteran (if veteran was killed while on active duty)?	Yes	or	No

Have you ever been convicted of a Felony or Class A or B Misdemeanor Offense? _____ If yes, explain below.

I certify that all information on this application is correct.

Signature:

Date:

APPLICATIONS SHOULD BE MAILED OR RETURNED TO THE OFFICE LISTED ON THE JOB

ANNOUNCEMENT. Mailing address for Texarkana College: 2500 North Robison Road, Texarkana, Texas 75599. Phone: 903-823-3456 or FAX 903-823-3451. For current job announcements and additional information about Texarkana College visit the TC website at <http://www.texarkanacollege.edu/employment>.

TEXARKANA COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

TC does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Human Resources Director, 2500 N. Robison Rd., Texarkana, TX, 75599, (903) 823-3017, human.resources@texarkanacollege.edu. Texarkana College is committed to full compliance with both the Drug Free Workplace and the Drug Free Schools and Communities Acts.