



4301 Third Street • Tillamook Oregon 97141

# Application for Employment

[www.tillamookbaycc.edu](http://www.tillamookbaycc.edu)

Title of Position Applied For \_\_\_\_\_ Date \_\_\_\_\_

**Administration and Support Staff** \_\_\_\_\_ **Faculty** \_\_\_\_\_ **Community Education** \_\_\_\_\_

If applying for a faculty position which terms are you available to teach?

Fall \_\_\_\_\_ Winter \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Social Security Number \_\_\_\_\_

Mailing Address \_\_\_\_\_ Home Phone Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Cell Phone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

No Yes

Have you worked for TBCC before? \_\_\_\_\_ When? \_\_\_\_\_ Job Title \_\_\_\_\_

No Yes

Have you applied to TBCC before? \_\_\_\_\_ When? \_\_\_\_\_

No Yes

Have you ever worked or attend school under any other names? \_\_\_\_\_ If so, what names? \_\_\_\_\_

**Affirmative Action:** *It is the policy of the Board of Education of Tillamook Bay Community College that no one shall be excluded from participation, denied benefits, or be subjected to discrimination or harassment in any activity of the college community because of race, religion, color, sex, national origin, political affiliation, marital status, parental status, veteran status, disability, age, or sexual orientation*

**At Will Employment:** *Tillamook Bay Community College reserves the right to employ at will. Employment can be terminated, with or without cause, and with or without notice, at any time, at the option of the College or at the option of the employee.*

**FMLA:** *Tillamook Bay Community College complies with all provisions of the Family and Medical Leave Act.*

## Education and Professional Experience

High School Diploma/GED Certificate Yes\_\_\_\_ No\_\_\_\_

### Colleges and Universities Attended (or equivalent professional training or study)

| Name of Institution (or private instructor) | Location | Major | Minor | Degree/Cert. Earned | Year |
|---|----------|-------|-------|---------------------|------|
|   |          |       |       |                     |      |
|   |          |       |       |                     |      |
|   |          |       |       |                     |      |

**Other Relevant Experience, Special Training, and Skills:** Please include any special skills and/or background you may have that are pertinent to the position to which you are applying including staff training, military, volunteer service, teaching or teaching assistant experience.

| Vocational experience, special training, licenses, certifications, and other pertinent experience as well as areas of interest. | Location | From | To |
|---|----------|------|----|
|   |          |      |    |
|   |          |      |    |
|   |          |      |    |

Are you bi-lingual? Yes\_\_\_\_ No\_\_\_\_

If Yes, what language(s)?

I certify that all answers, information and statements I have made on this application (and resume or other supplementary materials) are true and complete without omissions. I understand that any false information will be grounds for refusal to hire or for immediate discharge if I am employed. I authorize Tillamook Bay Community College to make any necessary and appropriate investigations to verify the information contained herein.

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date available to begin employment

How did you learn about this position?

TBCC website\_\_\_\_ Headlight Herald\_\_\_\_ Oregonian\_\_\_\_ Other\_\_\_\_

Return Completed Application To:

Human Resources  
Tillamook Bay Community College  
4301 Third Street  
Tillamook, OR. 97141  
(503) 842-8222 ext. 1020

## Employment History (Must be Completed)

List below your experience, beginning with your present or most recent position. Describe each position separately. Give special attention to experience relating to the position for which you are applying.

|                          |       |           |                         |                       |
|--------------------------|-------|-----------|-------------------------|-----------------------|
| Last or Present Employer |       | Job Title | Date Started<br>Mo. Yr. | Date Ended<br>Mo. Yr. |
| Address                  |       |           | Phone                   |                       |
| City                     | State | Zip       |                         |                       |
| Supervisor               |       |           |                         |                       |
| Reason for Leaving       |       |           |                         |                       |
| Previous Employer        |       | Job Title | Date Started<br>Mo. Yr. | Date Ended<br>Mo. Yr. |
| Address                  |       |           | Phone                   |                       |
| City                     | State | Zip       |                         |                       |
| Supervisor               |       |           |                         |                       |
| Reason for Leaving       |       |           |                         |                       |
| Previous Employer        |       | Job Title | Date Started<br>Mo. Yr. | Date Ended<br>Mo. Yr. |
| Address                  |       |           | Phone                   |                       |
| City                     | State | Zip       |                         |                       |
| Supervisor               |       |           |                         |                       |
| Reason for Leaving       |       |           |                         |                       |

## References:

List names, addresses, and telephone numbers of work-related references not already provided in your employment history. Do not include family members.

| Name | Address | Phone |
|------|---------|-------|
|      |         |       |
|      |         |       |
|      |         |       |

## **AUTHORIZATION TO RELEASE INFORMATION**

As an applicant for a position with Tillamook Bay Community College, I hereby authorize current and past employers and educational institutions to release information about my work and educational history to use to determine my qualifications for this position.

**The following marked information may **NOT** be released:**

### **Current and Past Employer(s):**

- \_\_\_\_\_ Salary History
- \_\_\_\_\_ Dates of Employment
- \_\_\_\_\_ Positions Held
- \_\_\_\_\_ Attendance Record
- \_\_\_\_\_ Demonstrated Skills and Abilities
- \_\_\_\_\_ Performance of Job Duties and Responsibilities
- \_\_\_\_\_ Reason for Leaving
- \_\_\_\_\_ Eligibility for Rehire

### **Educational Institutions:**

- \_\_\_\_\_ Years of Attendance
- \_\_\_\_\_ Degree Obtained
- \_\_\_\_\_ Transcripts

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Social Security #

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Affirmative Action – Non Discrimination

Your answers are strictly voluntary and will help in carrying out our affirmative action program. If you choose not to answer any of the items, you will not be affected in any way, except that your name will not be considered as an affirmative action applicant.

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

POSITION APPLYING FOR: \_\_\_\_\_

### SEX

\_\_\_\_ MALE    \_\_\_\_ FEMALE

### RACE/ETHNIC – FOR DEFINITIONS SEE BELOW

\_\_\_\_ A    \_\_\_\_ B    \_\_\_\_ H    \_\_\_\_ I    \_\_\_\_ W

### RACE/ETHNIC CATEGORIES

- (A) Asian or Pacific Island: All persons having origins in any of the original people of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. The area includes, of example China, Japan, Korea, the Philippine Islands and Samoa.
- (B) Black/ African-American (not of Hispanic Origin): All persons having origins in any of the black racial groups.
- (H) Hispanic: All person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- (I) American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
- (W) White (not of Hispanic origin): all persons having origin in any of the original peoples of Europe, North Africa, or the Middle East.

### **Equal Employment Opportunity Employer**

All qualified persons will be considered for employment without regard to race, color, religion, sex, national origin, age disability, or any other non-merit factor. If you are disabled and hired, the College will make available reasonable accommodations for your disability if necessary to perform the essential duties of the job.

Tillamook Bay Community College is in compliance with the Drug-Free schools and communities Act amendments of 1989 (Public Law 101-226).

### **DO NOT SUBMIT THIS FORM WITH YOUR APPLICATION**

#### **Please return in a separate envelope to:**

Affirmative Action Officer  
Tillamook Bay Community College  
4301 Third Street  
Tillamook, OR. 97141