



4301 Third Street • Tillamook Oregon 97141

Application for Employment

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 _____

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 Mo. Yr.	Date Ended Mo. Yr.
Address			Phone	
City	State	Zip		
Supervisor				
Reason for Leaving				
Previous Employer		Job Title	Date Started Mo. Yr.	Date Ended Mo. Yr.
Address			Phone	
City	State	Zip		
Supervisor				
Reason for Leaving				
Previous Employer		Job Title	Date Started Mo. Yr.	Date Ended 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)

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