



## Application for Employment

*www.tillamookbaycc.edu*

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

Administration & Support Staff \_\_\_\_\_ Faculty \_\_\_\_\_ Community Education \_\_\_\_\_

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

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

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Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

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Name you go by (Preferred Name) \_\_\_\_\_

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

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

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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 attended school under any other names? \_\_\_\_\_ If so, what names? \_\_\_\_\_

No \_\_\_\_\_ Yes \_\_\_\_\_ \_\_\_\_\_

Are you a military veteran? \_\_\_\_\_

**Notice of Non-Discrimination:** *Tillamook Bay Community College does not discriminate on the basis of race, color, national origin, disability, sex, age, religion, height/weight ratio, marital status, gender, gender identity, sexual orientation, organizational affiliation, political affiliation or protected veterans with regard to employment, admissions, access to education programs or activities as set forth in compliance with federal and state statutes and regulations.*

**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)?

## 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

How did you learn about this position?

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

## Employment History (Must be Completed)

List below your experience, beginning with your present or most recent position. Describe each position separately.

Last or Present Employer		Job Title	Date Started	Date Ended
Address			Phone	
City	State	Zip		
Supervisor				
Reason for Leaving				
Previous Employer		Job Title	Date Started	Date Ended
Address			Phone	
City	State	Zip		
Supervisor				
Reason for Leaving				
Previous Employer		Job Title	Date Started	Date Ended
Address			Phone	
City	State	Zip		
Supervisor				
Reason for Leaving				

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 of 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: \_\_\_\_\_

## 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

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Name (please print)

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Signature

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Date

### Return Completed Application To:

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