



EMPLOYMENT APPLICATION

The Board of Regents for Higher Education is an affirmative action/equal opportunity employer; women, protected group members, and persons with disabilities and veterans are strongly encouraged to apply. It is the policy of the Board that applicants for employment shall not be discriminated against on the basis race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disability, physical disability, or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Board does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.

INSTRUCTIONS TO APPLICANTS: Please complete the application in its entirety, including personal information, educational background, employment, salary history, references and certification.

PLEASE TYPE

NAME _____
Last First Middle

ADDRESS _____
Street City State Zip Code

TELEPHONE () () _____ EMAIL ADDRESS _____
Home Cell

COLLEGE TO WHICH YOU ARE APPLYING _____

POSITION FOR WHICH YOU ARE APPLYING _____
 Full-time
 Part-time Either

EDUCATIONAL BACKGROUND

It is the policy of the Board to recognize only those degrees granted by regionally accredited institutions of learning. If the institution of higher learning is located outside the United States, you are responsible for providing documentation from a recognized USA accrediting service which specializes in determining foreign education equivalencies. The responsibility for and costs associated with obtaining equivalency information rests with the applicant.

| Dates (From-To) | Institution | Location (City, State) | Degree Awarded (e.g. BA, MBA) | Major/Area of Concentration |
|--------------------|-------------|---------------------------|----------------------------------|-----------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Please list any license or professional designation (e.g. P.E., C.P.A.) _____

EMPLOYMENT HISTORY

(List in reverse chronological order beginning with your current/last position)

| Dates (From-To) | Institution & Location | Rank or Position | Annual Salary | Reason for Leaving |
|--------------------|------------------------|------------------|---------------|--------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Please see reverse



EMPLOYMENT HISTORY *(continued)*

| Dates <i>(From-To)</i> | Organization & Location | Position | Annual Salary | Reason for Leaving |
|----------------------------------|------------------------------------|-----------------|----------------------|---------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

HAVE YOU BEEN INVOLUNTARILY SEPARATED FROM EMPLOYMENT WITHIN THE LAST TEN YEARS?

YES NO Involuntary separation includes dismissal for cause, layoff, reorganization, elimination of position or any other involuntary discontinuation of employment. If yes, please explain fully (attach sheet if necessary) _____

SUPERVISORY REFERENCES

Please list three persons who are not related to you and who have knowledge of your qualifications and fitness for the position for which you are applying. Include your immediate supervisor at your present and prior places of employment. It is the policy of the Board to contact references for candidates who are finalists.

| Name | Title / Occupation | Address/Email Address | Telephone |
|-------------|---------------------------|------------------------------|------------------|
| | | | |
| | | | |
| | | | |

THIS SECTION TO BE COMPLETED ONLY BY CANDIDATES SEEKING PART-TIME TEACHING EMPLOYMENT

SUBJECT AREAS WHICH YOU ARE QUALIFIED TO TEACH: (If you do not have an advanced degree in a discipline which you consider yourself qualified to teach, please indicate the experience which qualifies you to teach in that discipline.) _____

AVAILABILITY: Days After 5 p.m. Weekends

CERTIFICATION and SIGNATURE of APPLICANT

I hereby certify that the information provided on both sides of this application and all information provided throughout the pre-employment process is accurate, complete and true. I understand that failure to provide information which is accurate, complete and true may result in disqualification from further employment consideration or, if employed, may result in my dismissal. I agree to have official transcripts of all of my undergraduate and graduate studies submitted when requested by the employer and hereby authorize the Board of Regents and its agents to contact references and former employers relative to my application for employment. Finally, I understand that employment, if offered, is contingent upon proof of citizenship or employability under the requirements of the Immigration Reform Control Act (IRCA).

Applicant Signature _____ Date _____



Search # _____

Name: _____
Last, First & Middle

EMPLOYMENT APPLICATION SUPPLEMENT

Voluntary EEO and Recruitment Information

Dear Applicant:

In order to meet State and Federal reporting requirements and to capture recruitment sources, we ask that you complete the questionnaire below and return it along with the required application materials. This data will not be considered in the evaluation of your application for employment.

Thank you.

A. GENDER:

- Female
 Male

B. RACE/ETHNIC DATA:

- American Indian or Alaska Native (Not Hispanic or Latino)** – A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Asian (Not Hispanic or Latino)** – a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African American (Not Hispanic or Latino)** – A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White (Not Hispanic or Latino)** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Two or More Races (Not Hispanic or Latino)** – All persons who identify with more than one of the above 5 races.
- Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

C. PRIMARY SOURCE OF JOB INFORMATION:

- ₁ Chronicle of Higher Education
- ₂ Newspaper Classified Advertisement
(Please indicate name of newspaper) _____
- ₃ Position Announcement Posting (Bulletin Board)
- ₄ HCC Website
- ₅ BOR Website
- ₆ DAS Website
- ₇ HigherEdJobs.com
- ₈ Other Website _____
- ₉ Diverse: Issues in Higher Education Publication Online Ad
- ₁₀ Hispanic Outlook Publication Online Ad
- ₁₁ Other _____

Housatonic Community College (HCC) is committed to a policy of equal opportunity/affirmative action for all qualified persons. HCC does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disability, physical disability, or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. HCC does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.

Inquiries regarding HCC's nondiscrimination policies should be directed to:

Theresa Eisenbach, Director of Human Resources/EEO Officer
Housatonic Community College
900 Lafayette Boulevard
Bridgeport, CT 06604 Tel. (203) 332-5013
E-mail Address: teisenbach@hcc.commnet.edu