



# TRINITY VALLEY COMMUNITY COLLEGE APPLICATION FOR EMPLOYMENT

**Please follow the following instructions, failure to do so can result in disqualification for consideration:**

- All items must be completed and turned in for consideration:
  - A completed Trinity Valley Community College Application for Employment
  - A resume
  - Unofficial copies of transcripts of any college hours (“official” transcripts for faculty and administration level positions will be required, if hired)
- It is important that you fill out the application completely.
- Incomplete applications will not receive further consideration.
- Please attach a supplementary sheet with additional information if there is insufficient space provided under any of the items below.
- It is important that you fulfill any additional requirements notated in the vacancy announcement. (i.e., essay requirements, or certificate requirements, etc.)
- You may make copies of this application and enter different position titles, but each copy must have an original signature.
- Each job you apply for will require a separate application, resume, and set of transcript copies. We cannot make copies for you.
- Resumes attached to this application will not be accepted in lieu of a fully completed application.
- To email your information please scan and send to [humanresources@tvcc.edu](mailto:humanresources@tvcc.edu).
- You may turn in your information in person to Candice Green, Human Resources Dept. located at 100 Cardinal Dr., Athens, TX 75751
- If you have your “official” transcripts sent to the college, please be sure to send them to the address above and send: ATTN: Candice Green
- If you have any questions or concerns regarding a position opening, please contact Candice Green at 903-675-6202 or email [Candice.green@tvcc.edu](mailto:Candice.green@tvcc.edu).

This application, along with documentation as required in the vacancy announcement, must be submitted before the deadline to:

HUMAN RESOURCES  
TRINITY VALLEY COMMUNITY COLLEGE  
100 CARDINAL DRIVE  
ATHENS, TX 75751

Email: [humanresources@tvcc.edu](mailto:humanresources@tvcc.edu)

Office Location: Administration Building (903) 675-6308 Fax: (903) 675-6248

Trinity Valley Community College 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: Director of Human Resources, 100 Cardinal Drive, Athens, TX phone: 903-675-6215, e-mail: [humanresources@tvcc.edu](mailto:humanresources@tvcc.edu)

**PLEASE TYPE OR PRINT**



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## PERSONAL DATA

Date:	E-mail Address:		
Name: Last	First	Middle	
Address: Street	City	State	Zip
Preferred Name:		Phone:	

List exact title of position & requisition # for which you wish to apply: \_\_\_\_\_

Required salary: \$\_\_\_\_\_ Campus location preferred: Athens Palestine Terrell Kaufman TDCJ

Are you legally authorized to work in the United States? Yes No

Are you related by blood or marriage to any member of the Board of Trustees, faculty, or staff of Trinity Valley Community College? Yes No

If yes, give name and relationship: \_\_\_\_\_

Are you now working, or have you ever worked for Trinity Valley Community College? Yes No

If yes, please explain: \_\_\_\_\_

Are you a veteran of the U.S. military service? Yes No

Have you ever pled guilty or no contest, and/or been convicted of a felony or misdemeanor offense (excluding traffic offenses)?  
Yes\* No

\*If yes, please explain in concise detail on a separate sheet of paper, giving the dates and nature of the offense, the name and location of the court, and the disposition of the case. Convictions may not disqualify you, but omitted or false statements will.

## SKILLS INVENTORY

Typing/Data Entry	Budget and Accounting Principles	Operational systems and procedures
Software proficiency - Microsoft Office	Basic Math	<b>Policy principles</b>
Operating equipment - office or otherwise	Leadership/Management	Compliance Law
Written and oral communication	Attention to detail	Administrative practices
Interpersonal and customer service skills	Time management	Advertising/Marketing practices
Public Speaking/Presenting	Federal regulations and directives	Organize and plan work
Analyze situations, and problems	Critical Thinking	Other: _____



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### EDUCATION AND TRAINING

School	Location		Graduate		Degree, Diploma, or GED	Minor Field	
	City	State	Yes	No			
High School Last Attended			<input type="radio"/>	<input type="radio"/>			
College/University			<input type="radio"/>	<input type="radio"/>			
College/University			<input type="radio"/>	<input type="radio"/>			
College/University			<input type="radio"/>	<input type="radio"/>			
College/University			<input type="radio"/>	<input type="radio"/>			
College/University			<input type="radio"/>	<input type="radio"/>			
College/University			<input type="radio"/>	<input type="radio"/>			

Other Related Vocational Educational Training or Experience  
(other than courses on transcript)

Institution/Organization	Courses Completed	Hours	Date Completed

Licenses, Certificates & Registrations	Issuing State/Agency	Issued Month/Year	Expiration Month/Year	I.D. Number



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### EMPLOYMENT HISTORY

List all employment starting with present or most recent employer. Account for all periods, including unemployment and military service. Also, include relevant part-time work experience.

Please list any other name(s) you may have used while working or attending school:

Employer:	Starting Date:	Initial Position Title:
Street Address:	End Date:	Present or Final Position Title:
City/State/Zip:	Last Supervisor's Name/Title:	Phone:
Summary of Experience: See Attached Resume		Full-Time Part-Time Supervisory  May we contact this employer? <b>Yes    No</b>
Reason for leaving:		

Employer:	Starting Date:	Initial Position Title:
Street Address:	End Date:	Present or Final Position Title:
City/State/Zip:	Last Supervisor's Name/Title:	Phone:
Summary of Experience: See Attached Resume		Full-Time Part-Time Supervisory  May we contact this employer? <b>Yes    No</b>
Reason for leaving:		

Employer:	Starting Date:	Initial Position Title:
Street Address:	End Date:	Present or Final Position Title:
City/State/Zip:	Last Supervisor's Name/Title:	Phone:
Summary of Experience: See Attached Resume		Full-Time Part-Time Supervisory  May we contact this employer? <b>Yes    No</b>
Reason for leaving:		



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### REFERENCES

List at least three references who have knowledge of your experience or education.

Name:	Occupation/Title:	
Address:	Business Phone #:	Home Phone #:

Name:	Occupation/Title:	
Address:	Business Phone #:	Home Phone #:

Name:	Occupation/Title:	
Address:	Business Phone #:	Home Phone #:

### PLEASE READ CAREFULLY

I certify that statements made by me in this application are true, complete, and correct to the best of my knowledge and belief. I understand that any false statements, misrepresentations, or omissions made by me in connection with my application may be grounds for rejection of my application or, if hired, immediate employment termination.

I hereby authorize Trinity Valley Community College to evaluate and investigate any information included in this application. TVCC is also authorized to use any information obtained from its investigations to determine my suitability for employment. I release TVCC from any liability in connection with such investigation.

I hereby authorize my former employers, or any other persons given as references (unless otherwise noted) to answer any questions that may be asked. I understand that submission of this application does not obligate me or TVCC in any way. I agree to furnish additional information as required by TVCC. I also agree to take a physical examination, if required, after an offer of employment, at TVCC expense.

If employed, I agree to abide by the policies, procedures, rules, and regulations of TVCC as they exist currently and as they may be revised.

Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity within three (3) days of being hired. Failure to submit proof within the required time shall result in immediate employment termination.

This application, together with all attachments, becomes the property of the College; and as such, this application becomes public record and is subject to disclosure.

Employment at TVCC shall be "at-will" and may be terminated either by TVCC or the employee with or without cause. Any oral statements or promises to the contrary are not binding upon TVCC.

I have read the statements above and understand their content.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

# DPS Computerized Criminal History (CCH) Verification

## (AGENCY COPY)

I, \_\_\_\_\_, acknowledge that a Computerized Criminal

APPLICANT or EMPLOYEE NAME (Please print)

History (CCH) check may be performed by accessing the Texas Department of Public Safety Secure Website and may be based on name and DOB identifiers. (This is not a consent form, but serves as information for the applicant.) Authority for this agency to access an individual's criminal history data may be found in Texas Government Code 411; Subchapter F.

Name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history record information (CHRI), therefore the organization conducting the criminal history check is not allowed to discuss with me any CHRI obtained using the name and DOB method. The agency may request that I also have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search.

In order to complete the fingerprint process I must make an appointment with the Fingerprint Applicant Services of Texas (FAST) as instructed online at [www.txdps.state.tx.us /Crime Records/Review of Personal Criminal History](http://www.txdps.state.tx.us/CrimeRecords/ReviewofPersonalCriminalHistory) or by calling the DPS Program Vendor at 1-888-467-2080, submit a full and complete set of fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$25.00 to the fingerprinting services company.

Once this process is completed the information on my fingerprint criminal history record may be discussed with me.

**(This copy must remain on file by this agency. Required for future DPS Audits)**

\_\_\_\_\_  
Signature of Applicant or Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agency Name (Please print)

\_\_\_\_\_  
Agency Representative Name (Please print)

\_\_\_\_\_  
Signature of Agency Representative

\_\_\_\_\_  
Date

<b>Please: Check and Initial each Applicable Space</b>	
CCH Report Printed:	
YES _____	NO _____ initial
Purpose of CCH: _____	
Empl ___	Vol/Contractor ___ initial
Date Printed: _____	_____ initial
Destroyed Date: _____	_____ initial
<b>Retain in your files</b>	



## TRINITY VALLEY COMMUNITY COLLEGE CRIMINAL HISTORY RECORD

The College District may obtain criminal history record information pertaining to an applicant for employment for a security-sensitive position. The College District may deny employment to an applicant for a security-sensitive position who fails to provide a complete set of information upon request.

Security-sensitive positions shall be restricted to those in which employees handle currency, have access to a computer terminal, have access to a master key, or work in an area of the College District that has been designated as a security-sensitive area.

A security-sensitive position shall be so identified in the job description and advertisement for the position.

*Education Code 51.215*

Please complete the form below and sign your name to indicate your understanding of the foregoing information. Return the completed form using one of the following:

NAME \_\_\_\_\_  
  LAST  FIRST  MIDDLE

SSN \_\_\_\_\_ DOB \_\_\_\_\_ SEX \_\_\_\_\_ RACE \_\_\_\_\_

DL# \_\_\_\_\_ STATE \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

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