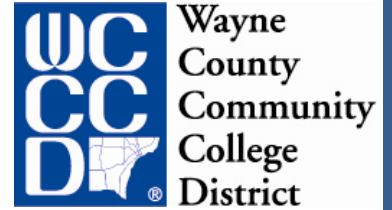


Human Resources

801 W. Fort Street
Detroit, MI 48226
Office: 313-496-2765
Fax: 313-963-5816
or e-mail resumes to:
jobs@wcccd.edu



NOTE TO APPLICANT: One of the most important steps in your application is to complete accurately those sections of this form pertaining to your qualifications. Should you join the College staff, the information you provide will become a part of your record and will be used for statistical purposes.

PERSONAL DATA

LAST NAME	FIRST	MIDDLE	LAST FOUR OF SOCIAL SECURITY NO.
STREET ADDRESS		RESIDENCE PHONE	BUSINESS PHONE ALTERNATE PHONE
CITY	STATE	ZIP	

ARE YOU CURRENTLY AUTHORIZED TO WORK IN THE USA? (FOR EMPLOYMENT YOU MUST BE ABLE TO VERIFY LEGAL AUTHORIZATION)
 YES NO YES NO

PERSON TO CONTACT IN CASE OF EMERGENCY PHONE

POSITION DESIRED (BE SPECIFIC) (FOR TEACHING, INCLUDE SUBJECT AREA)

HOW DID YOU BECOME AWARE OF THIS POSITION?

TYPE OF EMPLOYMENT SOUGHT IF PART-TIME, HOURS YOU WOULD BE AVAILABLE BETWEEN 7 A.M. - 10 P.M. SHIFT PREFERENCE

FULL-TIME EMPLOYMENT PART-TIME EMPLOYMENT EITHER

DAYS EVENINGS

INDICATE SKILLS YOU POSSESS OR TECHNICAL KNOWLEDGE AND EXPERIENCE:

TYPING SPEED (WPM) _____ SHORT HAND (WPM) _____ OTHER _____

DATA ENTRY EXPERIENCE PERSONAL COMPUTER/DESKTOP (SPECIFY HARDWARE AND SOFTWARE): _____

MAINFRAME _____

COMPUTER/PROGRAMMING EXPERIENCE (SPECIFY HARDWARE, SOFTWARE, AND LANGUAGES): _____

HAVE YOU EVER PLED NO CONTEST TO, PLED GUILTY TO, OR BEEN CONVICTED OF A CRIME OTHER THAN A MINOR TRAFFIC VIOLATION? NO YES (If yes, state the reason)

ARE THERE ANY FELONY CHARGES PENDING? NO YES (If yes, state the reason)

If hired by Wayne County Community College District, applicant will be required to submit official transcripts for classes taken at all colleges. Please do not submit transcripts when applying unless you are required to do so

EDUCATION – HIGH SCHOOL/GED OR EQUIVALENT

NAME OF SCHOOL	CITY	STATE	DIPLOMA OR CERTIFICATE

VOCATIONAL/TECHNICAL TRAINING (BUSINESS, INDUSTRIAL, MILITARY, ETC.)

NAME OF SCHOOL	DATE LAST ATTENDED	DESCRIPTION OF TRAINING
CITY	STATE	
NAME OF SCHOOL	DATE LAST ATTENDED	DESCRIPTION OF TRAINING
CITY	STATE	

COLLEGE/UNIVERSITY

NAME OF COLLEGE OR UNIVERSITY ATTENDED	DATE ATTENDED				DEGREE CONFIRMED			MAJOR GRADE POINT AVERAGE-GPA	MINOR CUMULATIVE	OUT OF POSSIBLE	CLASS STANDING
	FROM		TO		TYPE	DATE					
	MO	YR.	MO	YR.		MO.	YR.				
GRADUATE											

ARE YOU A FORMER WCCCD EMPLOYEE? <input type="radio"/> YES <input type="radio"/> NO	IF YES, STATE POSITION	DATES FROM TO
ARE YOU RELATED TO ANY WCCCD EMPLOYEE? <input type="radio"/> YES <input type="radio"/> NO	IF YES, PLEASE LIST:	

MILITARY SERVICE

BRANCH OF SERVICE	RANK OR RATE	TYPE OF DISCHARGE	YEARS

CERTIFICATE OR LICENSES HELD

TYPE OF CERTIFICATE	STATE	DATE OF ISSUE	EXPIRES

EXPERIENCE

List present and all work experience, beginning with most recent employment

NAME AND FULL ADDRESS OF SCHOOL OR COMPANY	EMPLOYMENT DATES: FROM: TO:
NAME AND TITLE OF SUPERVISOR	TELEPHONE NUMBER
<input type="radio"/> FULL-TIME <input type="radio"/> PART-TIME	POSITION SALARY
DESCRIPTION OF POSITION OR SUBJECTS TAUGHT (IF TEACHING POSITION).	

NAME AND FULL ADDRESS OF SCHOOL OR COMPANY	EMPLOYMENT DATES: FROM: TO:
NAME AND TITLE OF SUPERVISOR	TELEPHONE NUMBER
<input type="radio"/> FULL-TIME <input type="radio"/> PART-TIME	POSITION SALARY
DESCRIPTION OF POSITION OR SUBJECTS TAUGHT (IF TEACHING POSITION).	

NAME AND FULL ADDRESS OF SCHOOL OR COMPANY	EMPLOYMENT DATES: FROM: TO:
NAME AND TITLE OF SUPERVISOR	TELEPHONE NUMBER
<input type="radio"/> FULL-TIME <input type="radio"/> PART-TIME	POSITION SALARY
DESCRIPTION OF POSITION OR SUBJECTS TAUGHT (IF TEACHING POSITION).	

NAME AND FULL ADDRESS OF SCHOOL OR COMPANY	EMPLOYMENT DATES: FROM: TO:
NAME AND TITLE OF SUPERVISOR	TELEPHONE NUMBER
<input type="radio"/> FULL-TIME <input type="radio"/> PART-TIME	POSITION SALARY
DESCRIPTION OF POSITION OR SUBJECTS TAUGHT (IF TEACHING POSITION).	

MAY WE CONTACT YOUR PRESENT EMPLOYER? <input type="radio"/> YES <input type="radio"/> NO
ADD ANY INFORMATION, WHICH YOU BELIEVE, WILL ASSIST THE COLLEGE IN ARRIVING AT A TRUE ESTIMATE OF YOUR QUALIFICATIONS

REFERENCES

List at least three references that may be contacted regarding your character and ability as an educator and/or your work experience.

NAME (IN FULL)	ADDRESS	PHONE	BUSINESS PROFESSIONAL AND TITLE

Personal Statement:

I agree to comply with the policies, rules and regulations of the District as appropriate. I certify that all statements made on this form are true and accurate to the best of my knowledge. I understand that supplying false information shall be sufficient cause for termination. In addition, I understand that my employment with Wayne County Community College District is contingent upon:

1. The successful completion of an application and reference review.
2. Submission of official transcripts, W-4 forms and personal identification which meets the requirements of the Immigration and Naturalization Act (I-9).
3. Credential review and certification.
4. A completion of a comprehensive background check.
5. Written vocational approval, and/or documentation of two years of hands-on, recent and relevant experience, if applicable.

Furthermore, I authorize Wayne County Community College District to conduct investigations into my background including criminal history, driving record, previous and current employment and educational background, military history, personal history, and to conduct any other investigation that it deems necessary and I will fully cooperate in any such investigation. In consideration of this application for employment, I hereby release, save and hold harmless Wayne County Community College District and any and all related parties.

Signature of Applicant:	Date

An Equal Opportunity Employer

Statement of Compliance with Federal and State Law

Wayne County Community College District (WCCCD), pursuant to the requirements of Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Vietnam-Era Veterans Readjustment Act of 1974, the Elliot-Larsen Civil Rights Act, Executive Order 11246, and Title II of the Americans with Disabilities Act (ADA) complies with all Federal and State laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of WCCCD that no person, on the basis of race, color, religion, national origin, age, sex, height, weight, marital status, disability, or political affiliation or belief, shall be discriminated against, excluded from participation in, denied the benefits of, otherwise be subjected to discrimination in employment or in any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education. (Policy adopted by the Wayne County Community College District Board of Trustees, 07/8/93, revised 07/6/94).

Notice of Non Discrimination

Any questions concerning Title IX of the Education Amendments of 1972 which prohibits discrimination on the basis of sex, or inquiries related to Section 504 of the Rehabilitation Act of 1973 which prohibits discrimination on the basis of handicap, and inquiries related to Title II of the Americans with Disabilities Act (ADA) which provides comprehensive civil rights protection for individuals with disabilities, or the College's Statement of Compliance with Federal and State law, should be directed to Director of Human Resources, Wayne County Community College District, 801 W. Fort, Detroit, MI 48226 or by calling: 313-496-2765.

Smoke-Free Compliance

Wayne County Community College District and its facilities are smoke-free in compliance with the Michigan Clean-Air Act of Smoke-Free Workplaces.

(Policy adopted by the Wayne County Community College District Board of Trustees, 05/26/93).

Drug Free Workplace

Wayne County Community College District will make every effort to provide a drug-free workplace and environment. The District expressly prohibits the unlawful manufacture, distribution, dispensation, possession, or use of any controlled substance in the workplace. The term "controlled substance" shall mean a controlled substance in schedules I through V, of Section 202 of the Control Substance Act (21 U.S.C. 812).

Any individual found to be in violation of this policy is engaged in gross misconduct and subject to disciplinary action, up to and including termination. All employees will, as a condition of their employment, abide by the terms in this policy. In addition, employees engaged in the performance of a federal grant or contract will notify their supervisor and / or personnel department of any criminal drug statue conviction occurring in the workplace no later than five (5) days after such conviction

(Policy adopted by the Wayne County Community College District Board of Trustees, 06/28/89, revised 09/23/92).

LOCATIONS

District Office

801 W. Fort
Detroit, MI 48226
313-496-2600 Information Center

Downriver Campus

21000 Northline
Taylor, MI 48180
734-946-3500
Voice/TDD 734-374-3206

Downtown Campus

1001 W. Fort
Detroit, MI 48226
313-496-2758
Voice/TDD 313-496-2708

Eastern Campus

5901 Conner
Detroit, MI 48213
313-922-3311
Voice/TDD 313-579-6923

Northwest Campus

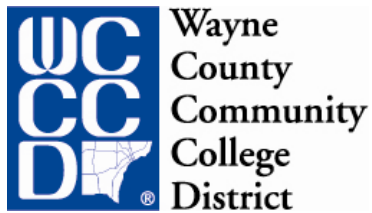
8200 W. Outer Drive
Detroit, MI 48219
313-943-4000
Voice/TDD 313-943-4073

Western Campus

9555 Haggerty
Belleville, MI 48111
734-699-7008

University Square

19305 Vernier Road
Harper Woods, MI 48225
313-886-2425



EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE

Completion of the following information is optional. However, in order to comply with government regulations, the following information is needed by the Human Resources Department. This will not be utilized for identification of your application. This information cannot be used in any hiring decision.

ETHNIC IDENTIFICATION

- American Indian or Alaskan Native
- Asian-American
- Black-American (non Hispanic origin)
- Hispanic-American
- White-American (non Hispanic origin)
- Other (specify)

Date of Birth

Sex

 Male Female

Please attach your resume after you click "Submit by Email" button.