



P.O. Box 1500,
Vineland, NJ 08362-1500

Application For Employment

Cumberland County College is committed to equal access to programs, services and employment for all persons. We encourage applications from all people including members of ethnic/racial minorities, from veterans, and from persons with disabilities.

Employment Application Procedure

1. Complete ALL APPLICABLE sections of the application
2. Type, write, or print, in ink, all requested information
3. Sign and date the application
4. Attach a resume (optional)
5. Submit all materials to:

Cumberland County College
Human Resources Department
P.O. Box 1500
Vineland, NJ 08362-1500

Employment Desired

Applicant Name: _____

Applicant Phone Number(s): (Home, Cell, Work): _____

May we call during the day? () Yes () No

Position applied for: _____
*(Please note that you must apply for a **specific position** that is currently open. For a list of current positions, please go to cccnj.edu and click on "Jobs")*

Special Employment Notice to Disabled Veterans, Vietnam Era Veterans, and Individuals with Physical or Mental Disabilities.

Government contractors are subject to 38 USC 2012 of the Vietnam Era Veterans Readjustment Act of 1974 which requires that they take affirmative action to employ and advance in employment qualified disabled veterans and veterans of the Vietnam Era, and Section 503 of the Rehabilitation Act of 1973, as amended, which requires government contractors to take affirmative action to employ and advance in employment qualified disabled individuals.

"If you are a disabled veteran, or have a physical handicap, you are invited to contact the Human Resources Office in order to arrange for appropriate placement and reasonable accommodations to enable you to perform the job to the best of your ability in a proper and safe manner. Information provided to the Human Resources Office will be treated as confidential and will not adversely affect consideration of your application for employment."

An Equal Opportunity/Affirmative Institution

Personal Information

Name: _____ Social Security Number: _____

Address: _____ City: _____

State: _____ Zip: _____ Telephone: _____

Will Consider: Full time Part time Temporary

_____ Days _____ Evenings _____ No. of hours/week Salary expected \$ _____

If employed and you are under 18, can you furnish a work permit? Yes No

Have you been employed here before? Yes No If yes, give dates and title _____

Referral Source: Self Ad CCC Employee Other _____

Is any member of your family an employee of Cumberland County College? Yes No

If Yes, Name: _____ Dept.: _____

Relationship: _____

On what date would you be available for work? _____

Have you been convicted of any violation of law other than traffic rules? Yes No
(Please note: A conviction is not necessarily a bar of employment at Cumberland County College)

If Yes, please explain _____

References

Please list three people, not related to you, who can provide information concerning your work ability.

Name: _____

Address: _____

Occupation _____ Daytime Telephone _____

Name: _____

Address: _____

Occupation _____ Daytime Telephone _____

Name: _____

Address: _____

Occupation _____ Daytime Telephone _____

If employment is offered, you will be required to submit documents to establish your identity and verification of your legal right to work in the U.S.

Employment Experience

Please complete each item below; list present or most recent position first.

Employer: _____ Dates: _____
Name of Supervisor: _____ Annual Salary: _____
Address: _____
Telephone: _____ Reason for Leaving: _____
Job Title/duties: _____

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Address: _____
Telephone: _____ Reason for Leaving: _____
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Military Service: Branch _____ Rank _____ Dates of Service _____
(Please note: A dishonorable or general discharge is not an absolute bar to employment at Cumberland County College)

Comments: If you need additional space from above; include explanation of any gaps in employment (or attach resume).

Education

	Name & Location of School	Course of Study	No. of years Completed	Did you Graduate?	Degree or Certificate
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Two-Year College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Four-Year College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Describe professional or school offices held, other activities, any scholarships, awards, etc.

Additional Information

Summarize any special job-related skills and qualifications acquired from employment of other experience. (Sample: Bi-lingual, Military training, special software training, etc.)

Applicant Statement (Please Sign)

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not intended to be a contract of employment. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the College.

Signature of Applicant: _____

Date: _____