



# EMPLOYMENT APPLICATION

1407 Hwy 311, Schriever, LA 70395  
 Phone (985) 448-7900  
 Fax (985) 858-5793

Date: \_\_\_\_\_

Thank you for your interest in employment at Fletcher Technical Community College.  
**Your application will be retained for 90 days from the date received.** You may update your application during that time and you may be required to provide copies of certificates, transcripts, etc. Persons offered employment will need to document their eligibility to work in the United States. The application and supporting documents will become the property of Fletcher Technical Community College.

*Type or print in ink the application form completely. If questions are not applicable, enter "N/A". Do not leave questions blank.*

_____ LAST NAME	_____ FIRST NAME	_____ MIDDLE NAME	_____ FORMER NAME OR OTHER NAME
PRESENT ADDRESS: _____			
_____ STREET ADDRESS	_____ CITY	_____ STATE	_____ ZIP CODE
_____ HOME PHONE NUMBER	_____ CELL PHONE NUMBER	_____ SOCIAL SECURITY NUMBER	

## EDUCATION

Please list your education, beginning with your **highest** degree earned.

*College transcript(s) must be attached to this application.*

*Official college transcript(s) from the granting institution must be submitted if offered employment.*

Institution Attended	Location	Date(s) Attended	Major	Degree Awarded

Other Education \_\_\_\_\_  
 \_\_\_\_\_

Military Training/Branch of Service: \_\_\_\_\_

Date(s) of Service: \_\_\_\_\_

Are you now a licensed or certified member of a profession or trade: \_\_\_\_Yes \_\_\_\_No

Type of license or certificate: \_\_\_\_\_

State, License Number, Year: \_\_\_\_\_

List other licenses or certifications that you possess: \_\_\_\_\_

**Position that you are applying for:** \_\_\_\_\_

**If applying for a faculty position please indicate if you are applying for full-time or part-time (adjunct) employment.**

Full-Time     Part-Time

**Subjects that you are qualified to teach:** \_\_\_\_\_

Have you ever worked for any agency in the State of Louisiana?	Yes	No
If yes, is this a direct transfer without a break in service?	Yes	No
Have you ever worked for any LCTCS College or Board Office?	Yes	No
If yes, where? _____		



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## WORK HISTORY

***A resume documenting work experience must be attached to this application.***

List affiliations with professional or other resource organizations, honors received, publications, lectures, travel, work products, etc., as they may relate to the position to which you are applying. Affiliations which identify your race, ethnicity, gender or religion may be omitted. (if more space is needed, use attachments clearly labeled in the same format.)

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**REFERENCES:** Names and contact information of people who are familiar with your previous educational and/or employment experience whom we may contact:

<u>Name of Reference</u>	<u>Relationship</u>	<u>E-Mail Address of Reference</u>	<u>Phone Number</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Are you related by blood or marriage to any employees of Fletcher Technical Community College?  Yes  No

If yes, list name, dept., and relationship \_\_\_\_\_

**PLEASE READ CAREFULLY AND SIGN BELOW:**

The information and answers I have provided in this application are true and correct to the best of my knowledge. I understand that omitting or misrepresenting any information required for this application will result in Fletcher Technical Community College's rejection of my application, or termination of my employment.

I authorize Fletcher Technical Community College to investigate my references, work record, police record, education, or any other matters relating to my suitability for employment. I also authorize my former employers to provide Fletcher Technical Community College with this information.

I understand that neither filing this application nor being granted an interview will create an employment contract between me and Fletcher Technical Community College.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**THANK YOU FOR YOUR INTEREST IN FLETCHER TECHNICAL COMMUNITY COLLEGE**



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## APPLICANT EEO DATA FORM

FLETCHER TECHNICAL COMMUNITY COLLEGE requests the data below so we may comply with federal Equal Employment Opportunity (EEO) Law requirements. The information is strictly **VOLUNTARY** and in no way influences employment prospects.

### Ethnic Origin:

Hispanic or Latino     Non-Hispanic or Non-Latino

### Race: (Please check all that apply)

White     Asian  
 American Indian / Alaskan Native                       Black or African American  
 Native Hawaiian or Other Pacific Islander                       Other: \_\_\_\_\_

### Gender:

Male             Female

**Date of Birth:** \_\_\_\_\_

How did you find out about this job?

Fletcher Website             Paper Announcement at Agency             Newspaper Ad  
 Flyer                               Career Fair                               Word of Mouth  
 Other: \_\_\_\_\_

**Fletcher Technical Community College is an Equal Opportunity Employer** in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Fletcher Technical Community College campuses assure equal opportunity for all qualified persons without regard to race, color, national origin, gender, religion, age, disability, marital status, veteran status or sexual orientation in admission to participation in, or employment in the program and activities of this system. Each campus welcomes handicapped individuals and has made buildings accessible to them.

**Title IX Coordinator/ADA/Section 504 Coordinator:**  
 Human Resources Manager (985)448-7929 or (985)448-7930  
 1407 Highway 311  
 Schriever, LA 70395