



# RANGER COLLEGE APPLICATION FOR EMPLOYMENT

**Equal Employment Opportunity Policy:** We are committed to providing equal employment opportunities to all employees and applicants without regard to race, religion, color, sex, national origin, citizenship status, uniform service member status, marital status, pregnancy, age, protected medical condition, disability or any other protected status in accordance with all applicable federal, state and local laws.

Position Desired: \_\_\_\_\_ [ ] Part time [ ] Full time Date \_\_\_\_\_

Name (Print)	Last	First	Middle
Present Address	How long have you lived there?		
	Street and Number	City	State Zip Code
		Years	Months
Previous Address	How long did you live there?		
	Street and Number	City	State Zip Code
		Years	Months
Telephone No.	Cell No.	Email Address:	SSN:
_____	_____	_____	_____

Have you ever worked for this Company before? [ ] Yes [ ] No  
If yes, please give dates and position: \_\_\_\_\_

Are you related to any current employee or member of the Board of Regents of Ranger College? [ ] Yes [ ] No  
If yes, who? \_\_\_\_\_

Have you ever pled guilty or "no contest" to, or been convicted of a felony? [ ] Yes [ ] No  
If yes, please give the date(s) and details: \_\_\_\_\_

NOTE: Answering "Yes" to these questions does not constitute an automatic bar to employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

### RECORD OF PREVIOUS EMPLOYMENT

Please list the names of your present or previous employers in chronological order with present or last employer listed first. Be sure to account for all periods of time including any period of unemployment. If self-employed, give firm name and supply business references. [Add additional page if necessary]

Present or Last Employer  _____ Address  _____ City, State, Zip Code  _____ Telephone  _____	<u>Employed</u>  _____ From (mo/yr)  _____ To (mo/yr)	<u>Pay</u>  \$ _____ Start \$ _____ Final	<u>Your Title or Position</u>  _____ Name and Title of <u>Last Supervisor</u>  _____	<u>Exact Reason for Leaving</u>      
Present or Last Employer  _____ Address  _____ City, State, Zip Code  _____ Telephone  _____	<u>Employed</u>  _____ From (mo/yr)  _____ To (mo/yr)	<u>Pay</u>  \$ _____ Start \$ _____ Final	<u>Your Title or Position</u>  _____ Name and Title of <u>Last Supervisor</u>  _____	<u>Exact Reason for Leaving</u>      

Present or Last Employer _____ Address _____ City, State, Zip Code _____ Telephone	<u>Employed</u> _____ From (mo/yr) _____ To (mo/yr)	<u>Pay</u> \$ _____ Start \$ _____ Final	<u>Your Title or Position</u> _____ Name and Title of <u>Last Supervisor</u> _____	<u>Exact Reason for Leaving</u>  
Present or Last Employer _____ Address _____ City, State, Zip Code _____ Telephone	<u>Employed</u> _____ From (mo/yr) _____ To (mo/yr)	<u>Pay</u> \$ _____ Start \$ _____ Final	<u>Your Title or Position</u> _____ Name and Title of <u>Last Supervisor</u> _____	<u>Exact Reason for Leaving</u>  
Present or Last Employer _____ Address _____ City, State, Zip Code _____ Telephone	<u>Employed</u> _____ From (mo/yr) _____ To (mo/yr)	<u>Pay</u> \$ _____ Start \$ _____ Final	<u>Your Title or Position</u> _____ Name and Title of <u>Last Supervisor</u> _____	<u>Exact Reason for Leaving</u>  

Have you ever been terminated or asked to resign from any job? [ ] Yes [ ] No  
If yes, please explain circumstances:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please explain fully any gaps in your employment history:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

May we contact your current employer? [ ] Yes [ ] No. If No, please explain:

\_\_\_\_\_  
\_\_\_\_\_

Please indicate any actual experience, special training, and qualifications that you have which you feel are relevant to the position for which you are applying. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Have you ever used another name? [ ] Yes [ ] No Is any additional information relative to change of name, use of an assumed name, or nickname necessary to enable a check on your work and educational record? If yes, please explain:

\_\_\_\_\_

Do you have adequate transportation to and from work? [ ] Yes [ ] No

**EDUCATION**

School Name	Years Completed (Circle)	Diploma/Degree	Describe Course of Study or Major	Describe Specialized Training, Experience, Skills and Extra-Curricular Activities
High School:	9 10 11 12			
College/University:	1 2 3 4			
Graduate/Professional:	1 2 3 4			
Other:				

**PERSONAL REFERENCES**

Please list persons who know you well -- **not** previous employers or relatives

Name	Occupation	Address (Street, City and State)	Telephone Number	Number of Years Known

THIS APPLICATION WILL BE CONSIDERED ACTIVE FOR A MAXIMUM OF THIRTY (30) DAYS. IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT TIME, YOU MUST REAPPLY.

I certify that the statements made by me in this application are true, complete, and correct. I authorize investigation of all statements contained in this application for employment as may be necessary to arrive at an employment decision. I understand that any incorrect or incomplete information contained herein may be grounds for withdrawal of any offer of employment or for immediate termination of employment. Ranger College may be assigned evening/summer and/or off campus duties as part of their regular employment and I am willing to accept such assignments. Employment with Ranger College is contingent upon my agreement to abide by the policies, rules and regulations approved by the Board of Regents as well as local, state, and federal law. All new hires are placed on a six-month probationary period.

Official Transcripts and other required personnel forms must be submitted to Ranger College within 3 days of hire. Failure to provide official transcripts and required personnel forms will result in a delay in payroll until required documents are received. Official Transcripts are to be mailed to the address below. Transcripts "Issued to Student" will NOT be accepted.

\_\_\_\_\_  
Date

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

Ranger College  
Human Resources Office  
1100 College Circle  
Ranger, TX 76470  
(254)-647-1656 [FAX]  
(254)-647-3234 Ext. 232

