



RANGER COLLEGE APPLICATION FOR EMPLOYMENT

Continuous Notice of Nondiscrimination: Ranger 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: Delinda Spencer, Human Resources, Ranger College, 1100 College Circle, Ranger, TX 76470, phone: 254.647.3234 x 7037, email: hr@rangercollege.edu

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
Previous Address	How long did you live there?		
	Street and Number	City	State Zip Code
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>
---	--	--	--	---------------------------------

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. This application is not an offer of employment or an employment contract.

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. I understand this application is not to be considered an offer of employment and is not an employment contract. Ranger College may assign 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 marked "Issued to Student" will NOT be accepted.

Date

Signature of Applicant

Ranger College
Human Resources Office
1100 College Circle
Ranger, TX 76470
Fax: (254)-647-1656
(254)-647-3234 x 7037

