



NORTHEAST TEXAS COMMUNITY COLLEGE



NTCC Employment Application Packet

Along with the application please include:

- Letter of Application
 - Résumé
- 2 Letters of Reference
- Unofficial transcripts from all college's attended

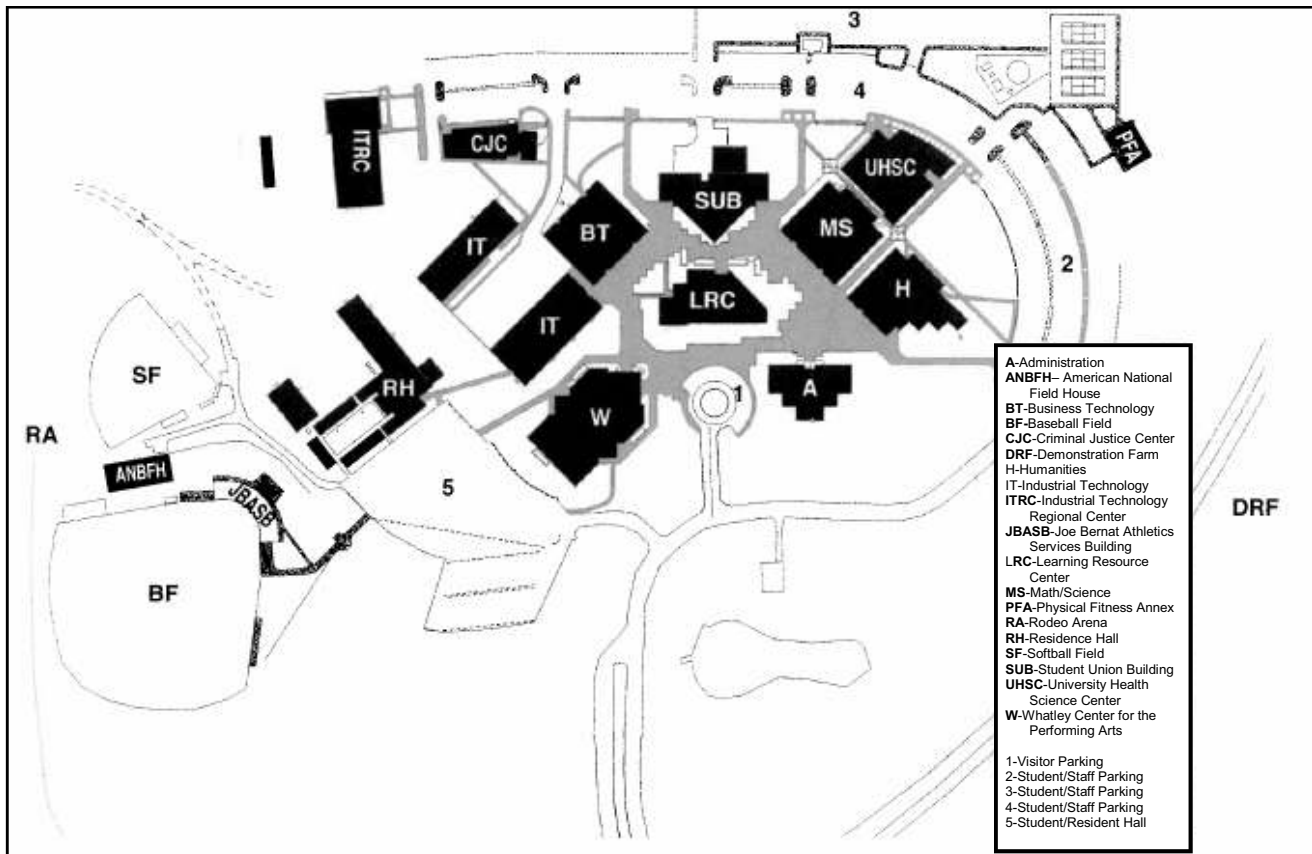
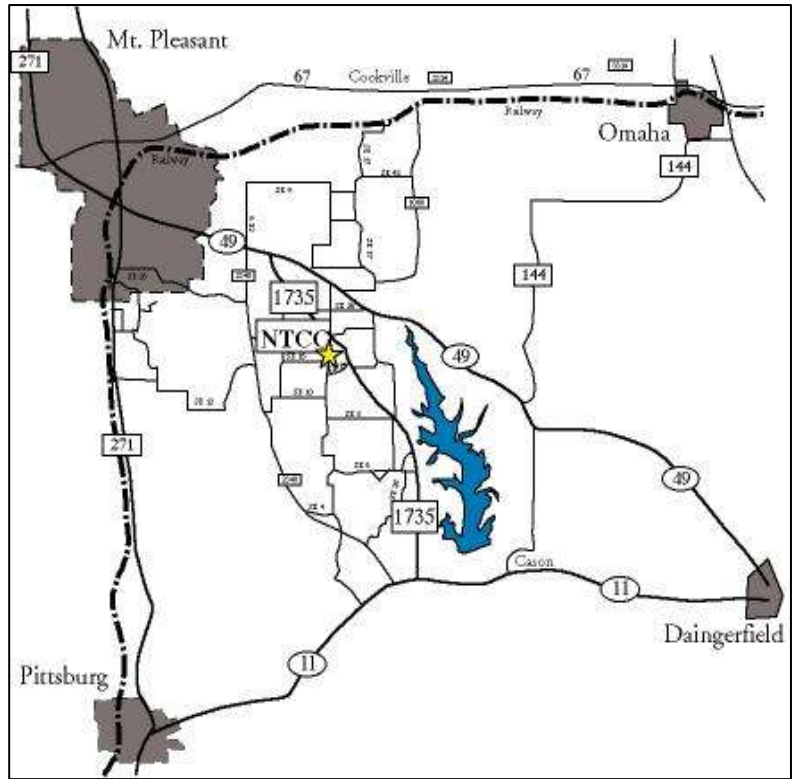
Northeast Texas Community College

Since 1983 Northeast Texas Community College has experienced continued growth and in its level of recognition as an award winning institution which offers quality instructional programs in a student-oriented environment.

Northeast Texas Community College is located in a beautiful rural setting near the Chapel Hill community centrally located between Mt. Pleasant, Daingerfield, and Pittsburg.

Through an extensive visioning plan the campus now encompasses more than 375 acres. The campus is easily accessible for all residents of Camp, Morris, and Titus Counties. The campus includes the Math/Science Building, the Humanities Building, the Business Technology Building, the Industrial Technology Buildings, the Learning Resource Center, the Student Union Building, the Administration Building, the University Health Science Center, the Industrial Technology Regional Center, the Criminal Justice Center, the Residence Hall, and the demonstration and research farm.

The Physical Fitness Annex with a Nautilus weight room, baseball and softball fields, a rodeo arena, and three tennis courts are also available. Currently construction is underway for a new softball field, soccer field, and new office/concession building at the Priefert Rodeo Complex. The Jim and Elizabeth Whatley Center for the Performing Arts, completed in the fall of 1991, features a theatre with a modern instructional stage and seating for 580. The lobby area doubles as an art gallery for students and visiting art shows, and the building includes theatre and music classrooms. The main campus design is extremely attractive. All



PLEASE KEEP THIS PAGE FOR YOUR REFERENCE



Northeast Texas Community College



Have you ever been convicted, pled guilty or pled no contest to any offense? Yes No

If yes, please explain the nature of offense, fine, sentence etc. **IMPORTANT:** For purposes of employment with NTCC “convictions” include sentenced to confinement, paid fine, time served, placed on probation (including deferred adjudication) and court-ordered restitution. *A conviction will not necessarily disqualify an applicant for employment.*

II. Education and Training:

Name and Location	Degree	Major	Semester Hours	Minor	Semester Hours
High School					
College or University					
College or University					
Other Schools (Trade, Military, Industry, etc.)					

Please list any areas in which you have training or experience: (ie MS Word, PBX Switchboard, etc.)



Northeast Texas Community College



III. Employment History:

Start with your present or last position and work back. You may attach a supplemental sheet to capture your entire employment history or periods of unemployment of one year or greater.

Name of Organization: _____

May we contact? Yes No

Street Address _____ Phone: _____

City & State _____ Zip _____

Name & title of immediate supervisor: _____

Reason for leaving: _____

From (Month/Year) _____ To (Month/Year) _____

Annual Salary: Start \$ _____ Final \$ _____

Full-time Part-time

Title: _____

Description of Duties: _____

Name of Organization: _____

May we contact? Yes No

Street Address _____ Phone: _____

City & State _____ Zip _____

Name & title of immediate supervisor: _____

Reason for leaving: _____

From (Month/Year) _____ To (Month/Year) _____

Annual Salary: Start \$ _____ Final \$ _____

Full-time Part-time

Title: _____

Description of Duties: _____

Name of Organization: _____

May we contact? Yes No

Street Address _____ Phone: _____

City & State _____ Zip _____

Name & title of immediate supervisor: _____

Reason for leaving: _____

From (Month/Year) _____ To (Month/Year) _____

Annual Salary: Start \$ _____ Final \$ _____

Full-time Part-time

Title: _____

Description of Duties: _____

Name of Organization: _____

May we contact? Yes No

Street Address _____ Phone: _____

City & State _____ Zip _____

Name & title of immediate supervisor: _____

Reason for leaving: _____

From (Month/Year) _____ To (Month/Year) _____

Annual Salary: Start \$ _____ Final \$ _____

Full-time Part-time

Title: _____

Description of Duties: _____



Northeast Texas Community College



IV. Military Experience:

Military Service? Yes No Period of Service: From _____ To _____ Rank _____
 Type of Discharge: _____ Branch _____
 Special Military Training Received/M.O.S. _____
 Member of Reserves: Yes No Active Inactive Draft Status _____

V. References:

List four references other than employers or relatives who have knowledge of your character, personality, abilities, etc. If possible, at least two of the references should reside locally:

Full Name	Business or Home Address	Phone	Occupation

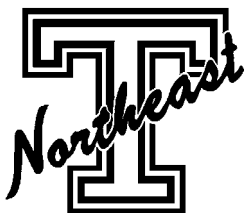
VI. Other Information:

List other qualifications you possess which might enhance your application.

I hereby authorize College officials to conduct whatever investigation necessary in connection with verification of all statements contained in this application. All information contained in this application for employment is true and correct to the best of my knowledge. I further understand that misrepresentation or omission of facts called for in this form is cause for termination of employment without notice. I understand that this application will receive careful consideration, but acceptance of it for filing affords no assurance of eventual employment. **I understand that an incomplete application may not be considered.** I further understand that any offer of employment tendered me is contingent upon my agreement to abide by the rules and regulations of the board of trustees of Northeast Texas Community College.

Signed: _____

Date: _____



Send Application packets to:
Northeast Texas Community College
Human Resources Department
P.O. Box 1307
Mount Pleasant, Texas 75456
 Telephone: (903) 434-8100



An Equal Opportunity/Affirmative Action Employer—In accordance with Title VII, Civil Rights Act of 1964 (and as amended by the Equal Employment Opportunity Act of 1972) and the Age Discrimination in Employment Act of 1967, Northeast Texas Community College does not discriminate against employees or applicants on the basis of race, color, creed, national origin, religion, marital status, sex, handicap, or age.