



# Mississippi College

## APPLICATION FOR EMPLOYMENT

*It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, gender or national origin. Federal law expressly recognizes exemptions claimed by religious institutions.*

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_  
street city state zip

Telephone number \_\_\_\_\_ Are you over 18 years old?  Yes  No

Are you authorized to work in the U.S. on an unrestricted basis?  Yes  No If no, what is your status?

How did you learn of this opening?

Have you worked here before?  Yes  No Have you been told the essential functions of the job or have you been shown a copy of the job description listing the essential functions of the job?  Yes  No

Can you perform these essential functions with or without reasonable accommodation?  Yes  No

Are there any hours, shifts or days you cannot or will not work? \_\_\_\_\_

Part-Time \_\_\_\_\_ Full Time \_\_\_\_\_

Are you willing to work overtime as required?  Yes  No

Have you ever been convicted of a felony?  Yes  No (Conviction will not necessarily disqualify an applicant for employment.) If yes, describe conditions:

EDUCATION	NAME & LOCATION OF SCHOOL	YEAR GRADUATED	MAJOR	DIPLOMA/ DEGREE
High School				
College/Univ.				
College/Univ.				
Other Training/Education				

In addition to your work history (reverse side), what other experiences, skills or qualifications would especially fit you for work with Mississippi College?

POSITIONS APPLIED FOR 1. \_\_\_\_\_ 2. \_\_\_\_\_

Wage or salary desired? \$ \_\_\_\_\_ When could you start? \_\_\_\_\_

**WORK HISTORY** May we contact your present employer?  Yes  No

<b>Most Recent Employer</b>	Address	Telephone
Date Started	Starting Position	
Date Left	Position on Leaving	
Name and Title of Supervisor		
Description of Duties	Reason for Leaving	
<b>Previous Employer</b>	Address	Telephone
Date Started	Starting Position	
Date Left	Position on Leaving	
Name and Title of Supervisor		
Description of Duties	Reason for Leaving	
<b>Previous Employer</b>	Address	Telephone
Date Started	Starting Position	
Date Left	Position on Leaving	
Name and Title of Supervisor		
Description of Duties	Reason for Leaving	
<b>Previous Employer</b>	Address	Telephone
Date Started	Starting Position	
Date Left	Position on Leaving	
Name and Title of Supervisor		
Description of Duties	Reason for Leaving	

**APPLICANT'S CERTIFICATION AND AGREEMENT**

I certify that the facts set forth in this Application for Employment, or any facts necessary to substantiate qualification for this position, are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize Mississippi College to make an investigation of any of the facts set forth in this application.

I understand that employment at Mississippi College is "at will," which means that either Mississippi College or I can

terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis.

Date \_\_\_\_\_ Applicant's Signature \_\_\_\_\_

Do you know anyone who works at Mississippi College? \_\_\_\_\_

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**JOB-RELATED REFERENCES:** (Please include names, addresses, and telephone numbers. We prefer that you have two job-related references and one personal reference.)

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PERSONAL REFERENCE:** (Please include name, address, and telephone number.)

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICANT INFORMATION RELEASE**

I hereby authorize any person, educational institution, or company I have listed as a reference on my employment application to disclose in good faith any information they may have regarding my qualifications and fitness for employment. I will hold Mississippi College, any former employers, educational institutions, and any other persons giving references free of liability for the exchange of this information and any other reasonable and necessary information incident to the employment process.

Signed: \_\_\_\_\_

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

Please turn to questions on Page 4.

**Mississippi College Application**

**Page 4**

1. What are your best work and non-work accomplishments during the past two years?
2. What new skills or capabilities have you developed over the past year?
3. How often, and in what way, did you communicate with your subordinates or superiors?
4. What were the greatest pressures on your last job? Describe a time when you had trouble seeing eye to eye with a colleague.
5. How did your job description change while you held it?
6. What do you feel are your strongest abilities and how would they relate to our position?
7. How much do you know about Mississippi College and the education field?
8. What do you feel would be your greatest contribution to our operation?
9. What additional information do you need to know in order to determine whether or not you could handle this job?
10. All things considered, could you handle this job?  Yes  No
11. If you could have made two changes in your last job, what would they have been?
12. Are you more comfortable following or leading?
13. Do you work better in a group or alone?

**CHRISTIAN EXPERIENCE AND BELIEFS:** Please respond to the following questions.

1. Please describe your personal faith and Christian experience.

2. How does your Christianity influence your daily life?

**RELIGIOUS AFFILIATION:**

\_\_\_\_\_

Denominational Preference

\_\_\_\_\_

Member of (name church)

My signature certifies that the information in this application is true and correct. I understand that false entries are grounds for refusal to hire and discharge.

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

Date signed \_\_\_\_\_

*Mississippi College seeks faculty and staff who are committed Christians and whose Christian principles are exemplified in daily living. In filling vacancies, consideration is given to members of evangelical Christian denominations, with the understanding that first preference will be given in each case to active members of Baptist churches, provided that academic and professional standards are met.*

(Faculty and Staff Handbook of Mississippi College)

**Please return application and resume to: Office of Personnel, Box 4052, Mississippi College, Clinton, MS 39058.**

(03/25/04)