



CISCO COLLEGE

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Employment Application

Cisco College is an equal opportunity employer
Please Type or Print in ink clearly.

Personal Data

Last Name		First Name		Middle Name	Last 4 of SSN
Present Address (Street)				(City, State, Zip)	
Type of Employment: Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>				Email Address:	
Position that you are applying for:				Date Available:	
Have you ever filed an application with us before? Yes <input type="checkbox"/> No <input type="checkbox"/>				Location Preference: Cisco <input type="checkbox"/> Abilene <input type="checkbox"/>	
Are you a current/former CC employee? Yes <input type="checkbox"/> No <input type="checkbox"/>				If former employee, please state separation date:	
Will you work irregular hours? Yes <input type="checkbox"/> No <input type="checkbox"/>		Will you work weekends? Yes <input type="checkbox"/> No <input type="checkbox"/>		Preferred Hours:	
Are you related by kinship or marriage to any current employee or any member of the Board of Regents at Cisco College? Yes No					
If Yes, give name, title, & relationship: NAME: TITLE: RELATIONSHIP:					

Educational and Professional Training

High School Graduate or GED? Yes ___ No ___ If Yes, name and location of high school or GED _____						
Institute/Type of School	Name and Location of School	Dates Attended		Date Graduated	Type of Degree/Diploma	Major/Minor Fields of Study
		From	To			
Undergraduate College or Universities						
Graduate Schools						
Technical or Vocational Schools						
Special Training/ Skills/ Qualifications						
License/Certifications LVN, RN, C.P.A., etc...	Date Issued	Date expires	Issued by/Location of issuing authority (State or other authority) (City & State)			License No.

Employment History

Please list last three positions held with most recent first. Complete all applicable data. **DO NOT** refer to resume.

Name of Employer	Job Title or Position Held	Date Started	Date Left
Address	City	State	Zip
Beginning Salary \$ <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Month	Ending Salary \$ <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Month		
Supervisors Name & Title	Reason For Leaving		
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	Telephone Number:		
Description of Duties			

Name of Employer	Job Title or Position Held	Date Started	Date Left
Address	City	State	Zip
Beginning Salary \$ <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Month	Ending Salary \$ <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Month		
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Address	City	State	Zip
Beginning Salary \$ <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Month	Ending Salary \$ <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Month		
Supervisors Name & Title	Reason For Leaving		
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	Telephone Number:		
Description of Duties			

Explain any periods of unemployment
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Skills Inventory

In order to better match your qualifications with the appropriate positions, please complete by listing the total number of years of experience or the skill level you have obtained in the following categories:

Clerical		Professional		Skilled Crafts/Maintenance	
Bookkeeping	Yrs	Accounting	Yrs	Carpentry	Yrs
Receptionist/Secretarial	Yrs	Interviewing	Yrs	Electrical	Yrs
Computer/ Word Processing	Yrs	Management	Yrs	Painting	Yrs
10 Key	Yrs			Plumbing	Yrs
				Custodial	Yrs
				Grounds keeping	Yrs

Please list any skills you may have which relate to the position for which you are applying (include U. S. Armed Forces where applicable).

Faculty Position Only:

Statement of Philosophy of Education

On a separate sheet of paper please state your education philosophy, especially as it relates to the community college.

Professional Activities and Honors

Personal References

List four persons who are **NOT** related to you, and can furnish information about your work performance. Do not repeat supervisors furnished in your employment record.

Name	Title or Occupation	Phone #	Email Address	Address

Have you ever been convicted of a felony? Yes No

If so, give year, location, and nature of conviction and disposition.

If hired, can you provide proof that you are legally entitled to work in the United States? Yes No

In compliance with federal law, all person hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification upon hire.

Cisco College is unable to sponsor applicants for work visas.

PLEASE READ CAREFULLY and SIGN BELOW

I certify that all information and statements contained in this application (and accompanying resume, if any) are true, complete, and correct to the best of my knowledge and belief. I understand that any false statements or omissions made by me in connection with my application may be grounds for rejection of my application or for dismissal after employment. If employed, I agree to abide by the policies, procedures, rules, and regulations of Cisco College. I acknowledge the College's prerogative of revising, at any time, its policies, procedures, rules, and regulations and I agree to abide and be governed by such revisions.

X _____
Signature of Applicant

X _____
Date



CISCO COLLEGE

CRIMINAL HISTORY RECORD CHECK RELEASE FORM

It is the policy of the College to obtain a criminal history record on each of its potential employees in security sensitive position*. Please sign the release form below so that we may obtain a criminal history record check.

Personal Data

Last Name	First Name	Middle Name	Last 4 of SS Number
Current Address (Street)		(City, St Zip)	Phone
State your Driver's License is issued			
Birth Date		Sex	

Counties of Residence Since High School:

PLEASE READ CAREFULLY and SIGN BELOW

I hereby authorize Cisco College to conduct a criminal history record check and all necessary police record inquiries to evaluate my acceptability for employment.

X _____
Signature of Applicant

X _____
Date

Return form to:

Human Resources Office
Cisco College
101 College Heights
Cisco, Tx 76437

Cleared Criminal History Record

Date Checked: _____

Done by: _____

(The above data, i.e., sex and birth date, will not be used for employment purposes, but only for identification purposes when the criminal history record check is conducted. A report showing a record of a conviction will not automatically eliminate an individual from employment consideration or offer of a contract, but it may do so. The College will examine the date and nature of the offense, the severity of the offense, and its relation to the employment position sought.)

*Security sensitive positions include all positions which require employees to handle currency, have access to a computer terminal, have access to a master key, or to work in security-sensitive areas.

Client Company CISCO COLLEGE

**DISCLOSURE OF INTENT TO OBTAIN CONSUMER REPORTS
OR INVESTIGATIVE CONSUMER REPORTS**

For employment purposes, COMPANY and/or Absolute Background Search, Inc. may obtain consumer reports, or investigative consumer reports, in connection with your employment application or from time to time during employment in accordance with applicable law. Consumer reports include record checks conducted by consumer reporting agencies and may include driving records, criminal records, credit records, etc. Investigative consumer reports include investigations (for example, reference checks) conducted by consumer reporting agencies through personal interviews (or through any means in California) on information as to character, general reputation, personal characteristics, or mode of living. You may make a written request for a summary of consumer rights and a disclosure of the nature and scope of an investigation. A disclosure of the nature and scope of such investigation is provided below.

**DISCLOSURE OF NATURE AND SCOPE OF INVESTIGATION
FOR INVESTIGATIVE CONSUMER REPORT**

In the event we request an investigative consumer report in connection with your employment application, a consumer reporting agency will prepare an investigative consumer report based on the following investigation: The agency will interview your former employers, business references, and/or personal references for information regarding prior employment, work experience and performance, reasons for employment termination, and information as to character, general reputation, personal characteristics, or mode of living. The agency will also conduct a records check of driving, criminal, credit, education, worker's compensation claim history, degrees, professional licenses, and/ or certification records depending on the position. Such a report, as well as any credit report, will be obtained from Absolute Background Search, Inc. I have received a summary of my rights under the Fair Credit Reporting Act.

AUTHORIZATION

I authorize COMPANY and the Absolute Background Search, Inc. to obtain consumer reports and/or investigative consumer reports regarding me from time to time for employment purposes. In compliance with the Fair Credit Reporting Act, as amended by the Consumer Credit Reporting Reform Act of 2003, *Absolute Background Search, Inc.* needs my authorization to obtain such a report.

***** I, _____, CERTIFY THAT I HAVE RECEIVED A COPY OF
"A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT" *****

*This information will not be used for the purpose of discrimination. The Federal Age Discrimination in Employ. Act of 1967 prohibits discrimination on the basis of age.

Signature: **X** _____ Date: _____

Print Name: _____ Date of Birth: _____

Address: _____ Social Security #: _____

City _____ State & Zip _____

Drivers License Number & State (if applicable): _____

California Applicants Only - - In California, if you wish to receive a free copy of any credit report obtained, please indicate by checking this box. A summary of the provisions of California Civil Code Section is provided herewith.

Minnesota Applicants Only - - If you are in Minnesota and you desire a free copy of your consumer report, please place an "X" in the box.

New York Applicants Only - - Upon your request, you will be informed whether or not a consumer report was requested, and if such a report was requested, the name and address of the consumer reporting agency furnishing the report.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006. You may have additional rights under Maine’s FCRA, Me. Rev. Stat. Ann. 10, Sec 1311 et seq.**

You must be told if information in your file has been used against you. Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.

You have the right to know what is in your file. You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:

- a person has taken adverse action against you because of information in your credit report;
- you are the victim of identity theft and place a fraud alert in your file;
- your file contains inaccurate information as a result of fraud;
- you are on public assistance;
- you are unemployed but expect to apply for employment within 60 days. In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

You have the right to ask for a credit score. Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

You have the right to dispute incomplete or inaccurate information. If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.

Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.

Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

Consumer reporting agencies may not report outdated negative information. In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

Access to your file is limited. A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

You must give your consent for reports to be provided to employers. A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.

You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.

Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.

You may seek damages from violators. If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

Identity theft victims and active duty military personnel have additional rights. For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
<p>1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the Bureau:</p>	<p>a. Bureau of Consumer Financial Protection 1700 G Street NW Washington, DC 20006</p> <p>b. Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and insured state branches of foreign banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement & Proceedings Department of Transportation 400 Seventh Street SW Washington, DC 20590</p>
<p>4. Creditors Subject to Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 1925 K Street NW Washington, DC 20423</p>
<p>5. Creditors Subject to Packers and Stockyards Act</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 406 Third Street, SW, 8th Floor Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F St NE Washington, DC 20549</p>
<p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357</p>