

Application Requirements

A Complete Application Packet consists of:

- Cover letter
- Completed Cisco College Application (click on link for form)
- · Resume or Curriculum Vitae
- Teaching Philosophy (Faculty and Other Related Positions)
- Unofficial/student copy of Transcript(s)

(Texas Residents only)



CISCO COLLEGE

Employment Application

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

Personal Data

Last Name F			First Name				Middle Name			Last 4 of SSN	
Present Address	(Street)			(Ci	ty, Stat	te, Zip)			Phone		
Type of Employm	nent: Full-ti	me 🗌 Pa	art-time			Email	Address:				
Position that you	are applying	for:				Date A	vailable:				
Have you ever fil Yes ☐ No [Cisc		Abilene]		
Are you a current	:/former CC e	mployee?	Yes	☐ No		If form	er employe	e, please stat	e separat	ion date:	
Will you work irregular hours? Yes No Yes No											
Are you related Yes No If Yes, give name			any curr	ent emplo	yee or	any me	ember of th	e Board of Re	egents at	Cisco College?	
NAME:			TITLE:				REL	ATIONSHIP:			
Educational and Professional Training											
High School Gradua	ate or GED? Ye	sNo	If Yes, nan	ne and loc	ation of	high sc	hool or GED				
mountaile Type				Da Gradi	Type of Degree/Diploma			Major/Minor Fields of Study			
			From	То							
Undergraduate College or Universities											
Graduate Schools											
Technical or Vocational Schools											
Special Training/ Skills/ Qualifications											
License/Certifications LVN,RN, C.P.A,etc Date Issued expires			Issued by/Location of issuing authority (State or other authority) (City & State)						License No.		

1

<u>Employment History</u>
Please list last three positions held with most recent first. Complete all applicable data. **DO NOT** refer to resume.

Name of Employer	Position Held		Date Started	Date Left			
Address		City		State	Zip		
Beginning Salary \$		Ending Salary			l		
☐ Hour ☐ Week ☐	Month	\$	Hour	 Week	Month		
Supervisors Name & Title		Reason For Leaving					
May we contact this employer? Yes No		Telephone Number:					
Description of Duties							
Name of Employer	Job Title or	Position Held		Date Started	Date Left		
Address		City		State	Zip		
Beginning Salary \$		Ending Salary			I		
☐ Hour ☐ Week ☐	Month	\$	Hour	Week	Month		
Supervisors Name & Title		Reason For Leaving					
May we contact this employer? Yes No		Telephone Number:					
Description of Duties							
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Description of Duties Name of Employer	Job Title or	Position Held		Date Started	Date Left		
	Job Title or	Position Held City		Date Started State	Date Left		
Name of Employer	Job Title or						
Name of Employer Address	Job Title or ☐Month	City	Hour				
Name of Employer Address Beginning Salary \$		City Ending Salary	Hour	State	Zip		
Name of Employer Address Beginning Salary \$ Hour Week	Month	City Ending Salary \$	Hour	State	Zip		
Name of Employer Address Beginning Salary \$ Hour Week Supervisors Name & Title	Month	City Ending Salary \$ Reason For Leaving	Hour	State	Zip		
Name of Employer Address Beginning Salary \$	Month	City Ending Salary \$ Reason For Leaving	Hour	State	Zip		
Name of Employer Address Beginning Salary \$	Month	City Ending Salary \$ Reason For Leaving	Hour	State	Zip		
Name of Employer Address Beginning Salary \$	Month	City Ending Salary \$ Reason For Leaving	Hour	State	Zip		
Name of Employer Address Beginning Salary \$	Month	City Ending Salary \$ Reason For Leaving	Hour	State	Zip		
Name of Employer Address Beginning Salary \$ Hour Week Supervisors Name & Title May we contact this employer? Yes No Description of Duties	Month	City Ending Salary \$ Reason For Leaving	Hour	State	Zip		

2

04/2022

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:

Receptionist/SecretarialYrsInterviewingYrsElectricalYrsComputer/Word ProcessingYrsManagementYrsPaintingYrs10 KeyYrsPlumbingYrs	(Clerical		Professional	Skilled Crafts/Maintenance				
Computer/Word Processing Yrs Management Yrs Painting Yrs 10 Key Yrs Primbing Yrs Primbing Yrs Primbing Yrs Custodial 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). 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					•			Yrs	
Plumbing					<u> </u>			Yrs	
Custodial Yrs				Manager	nent	Yrs		Yrs	
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Signature of Applicant Date	Y					X			
	Signature of Applic	ant			_	Da	ite		