



**EMPLOYMENT APPLICATION**  
**Faculty and Professional Staff Positions**  
**OFFICE OF HUMAN RESOURCES • 1401 S. COLLEGE AVE. • LEVELLAND, TEXAS 79336**

**GENERAL INSTRUCTIONS**

We appreciate your interest in South Plains College. Please attach your resume and complete the application in its entirety so that we can fully evaluate your qualifications. **Please type or print legibly.** Attach supplementary sheets with additional information if allotted space is not sufficient. Official transcripts of all college work must be submitted. South Plains College is an equal opportunity/affirmative action employer. We will not discriminate on the basis of race, color, national origin, religion, gender, age, or disability. Information provided on this application will not be used for discriminatory purposes. **Submit all required employment information to the Office of Human Resources, South Plains College, 1401 S. College Ave., Levelland, TX 79336.**

**PERSONAL DATA**

Name \_\_\_\_\_  
(Last) (First) (Middle) (Previous) (Social Security No.)

Address \_\_\_\_\_  
(Street) (City) (State, Zip) (Phone Number)

Position applying for: \_\_\_\_\_

Are you applying for:  Full Time  Part Time  Either Legally eligible for employment in the U.S.?  Yes  No

If employed, would you be willing to work evenings as part of your regular employment?  Yes  No

If employed, would you be willing to work evenings and travel to out-of-town meetings/seminars as part of your regular employment?  
 Yes  No

If employed, would you be willing to work both on campus and at the off-campus locations as part of your regular employment?  
 Yes  No

Have you ever been previously employed with South Plains College?  Yes  No

If yes, when? \_\_\_\_\_ What position? \_\_\_\_\_

Are you related in any way to a South Plains College Board of Regent Member or employee?  Yes  No

If yes, indicate their name and relationship to you. \_\_\_\_\_

Have you ever been convicted of a felony?  Yes  No (Conviction will not necessarily disqualify an applicant from employment). If yes, please describe conditions on a separate sheet.

**MILITARY SERVICE**

**ACTIVE COMPONENTS**

Branch of Service \_\_\_\_\_ Rank \_\_\_\_\_

Duties and Special Training \_\_\_\_\_

\_\_\_\_\_ If still serving, project date of Separation \_\_\_\_\_

**RESERVE COMPONENTS**

Branch of Service \_\_\_\_\_ Rank \_\_\_\_\_

Duties and Special Training \_\_\_\_\_

## EDUCATION AND PROFESSIONAL TRAINING

	Name and Location of School or College	Diploma, Certificate or Degree	Major Area(s)	Sem. Hrs.	Minor Area(s)	Sem. Hrs.	Overall GPA
High School/GED							
College							
Other							

Graduate hours earned above last degree \_\_\_\_\_ Major Areas \_\_\_\_\_

List any professional certificates or licenses which you hold \_\_\_\_\_

## PROFESSIONAL EDUCATIONAL / ADMINISTRATIVE EXPERIENCE

List all positions held for the last **TEN** years.

Complete all applicable data. Do not refer to resume. List most recent experience first.

EMPLOYER'S NAME AND ADDRESS	DATES FROM                  TO		TITLE, DUTIES
	ANNUAL SALARY BEGINNING    ENDING		
SUPERVISOR:			REASON FOR LEAVING:

Total months of work experience in occupational field for which application is made. Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

May we contact this employer?     Yes     No

EMPLOYER'S NAME AND ADDRESS	DATES FROM                  TO		TITLE, DUTIES
	ANNUAL SALARY BEGINNING    ENDING		
SUPERVISOR:			REASON FOR LEAVING:

Total months of work experience in occupational field for which application is made. Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

May we contact this employer?     Yes     No

EMPLOYER'S NAME AND ADDRESS	DATES FROM                  TO		TITLE, DUTIES
	ANNUAL SALARY BEGINNING    ENDING		
SUPERVISOR:			REASON FOR LEAVING:

Total months of work experience in occupational field for which application is made. Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

May we contact this employer?     Yes     No

## PROFESSIONAL ORGANIZATIONS AND OTHER ACTIVITIES

List current professional memberships \_\_\_\_\_

\_\_\_\_\_

List professional committee memberships \_\_\_\_\_

\_\_\_\_\_

List publications \_\_\_\_\_

\_\_\_\_\_

List social organizations and/or community activities \_\_\_\_\_

\_\_\_\_\_

Hobbies \_\_\_\_\_

\_\_\_\_\_

Outside business activities \_\_\_\_\_

## RELATED EDUCATIONAL INFORMATION

To be completed by FACULTY Applicants ONLY.

What experience have you had in co-curricular activities such as student publications, club sponsor, etc.? \_\_\_\_\_

\_\_\_\_\_

Would you be willing to sponsor student activities?  Yes  No What type? \_\_\_\_\_

\_\_\_\_\_

Would you be willing to serve as an academic advisor?  Yes  No

What is your general attitude about student services and student activities as they relate to the academic program?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## EDUCATIONAL PHILOSOPHY AND EXPERIENCES

To be completed by FACULTY Applicants ONLY.

On a separate sheet, attach a brief and concise summary of your views on the following:

1. Your philosophy and definition of academic freedom.
2. Faculty and administrator evaluation - by whom, how and upon what criteria.
3. Professional development.
4. Your educational philosophy, especially as it relates to community colleges.

**ADDITIONAL INFORMATION RELEVANT TO THE POSITION**

If you have additional information that you feel might be pertinent to this position, please include your remarks below.

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**REFERENCES**

Provide names, addresses and phone numbers of three references other than present or former employers.

Name	Address	Phone Number
1.		
2.		
3.		

*I hereby authorize any former employer, except as noted, or any other person given as a reference, to answer any and all questions that may be asked concerning me. I certify that the information on this application is true and complete. I understand that any misrepresentation or omission of facts may be considered cause for rejection of my application or termination of employment. I further understand that nothing contained in this application or in the granting of an interview is intended to create an employment contract between South Plains College and myself for either employment or the provision of any benefit. No promises regarding employment have been made to me. If I am offered and accept employment with South Plains College, I acknowledge that I am an “at-will” employee subject to the “at-will” provisions of the applicable laws of the United States and the State of Texas. The only exception to my “at-will” employee status is if I receive a written bona fide employment contract signed by the President of the College.*

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**Public Law 91-508 requires that we advise you that a routine inquiry may be made during our initial or subsequent processing of your application for employment which will provide applicable information concerning character, general reputation, personal characteristics and mode of living. Upon written request, additional information as to the nature and scope of the inquiry, if one is made, will be provided.**

*Return completed application to:  
Office of Human Resources, South Plains College, 1401 S. College Ave., Levelland, TX 79336.  
(806) 894-9611, ext. 2177.*