



APPLICATION FOR NONPROFESSIONAL EMPLOYMENT

Ocean County College • Human Resources Department
 College Drive • PO Box 2001 • Toms River, NJ 08754-2001
 Tel. (732) 255-0336 • TTY: (732) 255-0424 • Fax: (732) 255-0516
 www.ocean.edu

Please type or print in ink, answering **every** question on the application form; such terms as "see resume" are not sufficient.

Application Date _____ Do you have the legal right to work in the U.S.? Yes No

Name _____
Last First Middle Initial

Alias or other name(s) used _____ Social Security Number _____

Current Address _____
Street Number City/State Zip Code

Telephone Number _____ Cellular Telephone Number _____

Email Address _____

Position(s) Applying for: _____

Check all that apply: Full-Time Part-Time Reserve Day Only Evening Only Any Shift

Have you been employed at Ocean County College before? Yes No

Dates: _____ Job title(s): _____

EDUCATION

Persons applying for a position for which a college or university credential is required must have earned that credential at a regionally accredited institution or its equivalent.

Applicants who have a legitimate credential from any institution which is not part of the U.S. regional accreditation system will be evaluated on a case by case basis related to appropriate course work and research scholarship required for the degree.

No applicant will be hired who has obtained, and used as a valid credential, any degree not recognized by accredited higher education institutions because it was obtained through a so-called "diploma mill."

An employee may be terminated for failure to disclose on the OCC employment application any "diploma mill" degree obtained.

	Name & Location of School	Years Attended	Month & Year of Graduation	Degree or Special Subject	
High School		From To			
Trade, Business or Secretarial School		From To			
Two Year College		From To		Degree	
				Major	
				Minor	
Four Year College		From To		Degree	
				Major	
				Minor	

Please indicate any professional technology training, craft, trade, office or other skills and abilities you possess, such as: plumbing, electrical experience, office machines, software, etc.

If you have received a certificate or license, please include that information as well.

CERTIFICATES HELD

Skill	Training	Experience	Certificate/License

If you type, what speed? _____ If you take dictation, what speed? _____

EMPLOYMENT HISTORY

Are you currently employed? Yes No

List ALL employers, assignments or volunteer activities, most recent first.

Explain any gaps in employment in comments section.

CURRENT EMPLOYER OR MOST RECENT EMPLOYER

Employer	Telephone	Dates Employed		Summarize the nature of the work performed and job responsibilities.
		From	To	
Address				
Position	Grade & Subject Taught	Starting Salary		
Immediate Supervisor & Title		\$	Per	
Reason for Leaving		Final Salary		
May We Contact for Reference?		\$	Per	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Later

Employer	Telephone	Dates Employed		Summarize the nature of the work performed and job responsibilities.
		From	To	
Address				
Position	Grade & Subject Taught	Starting Salary		
Immediate Supervisor & Title		\$	Per	
Reason for Leaving		Final Salary		
May We Contact for Reference?		\$	Per	
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Reason for Leaving		Final Salary		
May We Contact for Reference?		\$	Per	
		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		

If you need additional space for additional employers, please continue on a separate sheet of paper.

Comments (include explanation of any gaps in employment).

MILITARY SERVICE Are you a veteran? Yes No

Number of years of service _____ From _____ To _____
Month/Year Month/Year

Branch of service _____ Rank _____

Type of discharge _____

How did you learn of this vacancy at Ocean County College? Check all that apply.

Advertisement: Publication name: _____

College Employee Friend/Relative Government Employment Agency Walk-In OCC Website

Have you ever been convicted for any violation of law other than traffic rules? Yes No

(A conviction is not necessarily a bar to employment at OCC)

If yes, please explain: _____

I agree that misrepresentation or omission of facts called for in this application will be sufficient grounds for termination of my employment.

Date _____ Signature _____

Ocean County College is an equal opportunity/affirmative action employer and prohibits discrimination in accordance with all applicable federal and state requirements.

Some of the information submitted on this application may be subject to the New Jersey Open Public Records Act (N.J.S.A. 47:1A-1 et seq.).

Thank you for your interest in Ocean County College.