

# Employment Application (Temporary Staff)

 Visit our website at [www.aacc.edu/employment](http://www.aacc.edu/employment)

AACC is an Equal Opportunity Employer and does not discriminate against any employee or applicant on the basis of race, color, religion, ethnicity, gender, sexual orientation, age, veteran status or disability. We are committed to the power of diversity and the strength it brings to the workplace.

AACC Bookstore Temporary Staff Application Check position(s) desired:	
<input type="checkbox"/> Cashier <input type="checkbox"/> Photo ID <input type="checkbox"/> Websales	<input type="checkbox"/> Customer Service Clerk <input type="checkbox"/> Shipping / Receiving

**Directions:** Please complete each item and answer all questions on the application. A resume may supplement the application but may not be a substitute. Please print clearly using black ink.

### PERSONAL INFORMATION

Name	Last	First	Middle Initial	Home Telephone
Street				Business Telephone
City		State	Zip Code	Email Address
Are you a U.S. Citizen? If no, are you otherwise authorized to work in the United States on an unrestricted basis? <input type="checkbox"/> Yes <input type="checkbox"/> No    Type of Visa: _____    Exp. Date: _____			Are you over 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Education:				
Name	Location		Total Credit Hours	Degree Earned
				Major Subject(s)
Indicate the title(s) of your Master's and/or Doctorate thesis:				
List any additional training, licenses or certificates which may have a bearing on your qualifications for employment (e.g., professional seminars, company sponsored courses or professional affiliations)				Number of Clock Hours

Notice of Nondiscrimination: AACC is an equal opportunity, affirmative action, Title IX, ADA Title 504 compliant institution. Call Disability Support Services, 410-777-2306 or Maryland Relay 711, 72 hours in advance to request most accommodations. Requests for sign language interpreters, alternative format books or assistive technology require 30 days' notice. For information on AACC's compliance and complaints concerning sexual assault, sexual misconduct, discrimination or harassment, contact Kelly Koerner, J.D., federal compliance officer, at 410-777-7432 or Maryland Relay 711.

**EXPERIENCE:** List all positions in chronological order, starting with most recent.

Employer and Position Held:		Address & Telephone Number:	F/T or P/T:
Dates of Employment (Month/Year):		Describe major duties:	
Name & Title of Immediate Manager:			
Reason for Leaving:	Salary: Start Final		
Employer and Position Held:		Address & Telephone Number:	F/T or P/T:
Dates of Employment (Month/Year):		Describe major duties:	
Name & Title of Immediate Manager:			
Reason for Leaving:	Salary: Start Final		
Employer and Position Held:		Address & Telephone Number:	F/T or P/T:
Dates of Employment (Month/Year):		Describe major duties:	
Name & Title of Immediate Manager:			
Reason for Leaving:	Salary: Start Final		
Employer and Position Held:		Address & Telephone Number:	F/T or P/T:
Dates of Employment (Month/Year):		Describe major duties:	
Name & Title of Immediate Manager:			
Reason for Leaving:	Salary: Start Final		
Employer and Position Held:		Address & Telephone Number:	F/T or P/T:
Dates of Employment (Month/Year):		Describe major duties:	
Name & Title of Immediate Manager:			
Reason for Leaving:	Salary: Start Final		
Employer and Position Held:		Address & Telephone Number:	F/T or P/T:
Dates of Employment (Month/Year):		Describe major duties:	
Name & Title of Immediate Manager:			
Reason for Leaving:	Salary: Start Final		

**ADDITIONAL REFERENCES:** List four persons qualified to evaluate your professional qualifications.

Name	Address	Employer	Position	Telephone Number

May we contact your present employer?  Yes  No    May we contact your past employer(s)?  Yes  No

Have you ever been employed with Anne Arundel Community College?  Yes  No  
If yes, date \_\_\_\_\_ and position \_\_\_\_\_

Do you have any relatives employed with Anne Arundel Community College  Yes  No  
If yes, who \_\_\_\_\_ position held \_\_\_\_\_

Have you ever been convicted of a felony?  Yes  No    If yes, please attach an explanation and provide the court and state in which you were convicted and the date of the conviction.

The college's Annual Security Report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Anne Arundel Community College; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning, sexual assault, and other matters. You can obtain a copy of this report by contacting the Department of Public Safety or by accessing the following web site [www.aacc.edu/publicsafety/file/AnnualSecurityReport.pdf](http://www.aacc.edu/publicsafety/file/AnnualSecurityReport.pdf).

**AS A CONDITION OF EMPLOYMENT AND IN CONNECTION WITH YOUR EMPLOYMENT APPLICATION PROCESS, ANNE ARUNDEL COMMUNITY COLLEGE SHALL CONDUCT A BACKGROUND CHECK ON ALL CANDIDATES SELECTED FOR EMPLOYMENT. THE INFORMATION CONTAINED IN SUCH BACKGROUND REPORTS SHALL BE USED FOR JOB RELEVANT EMPLOYMENT PURPOSES. ALL OFFERS OF EMPLOYMENT ARE CONTINGENT UPON THE FAVORABLE RESULTS OF A BACKGROUND CHECK SCREENING.**

**UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.**

By my signature below, I agree that I have read and understand the above paragraph.

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

Employment with Anne Arundel Community College is "at will" employment, which allows termination, at anytime, at the sole discretion of the college.

In order for Anne Arundel Community College to obtain information relevant to my ability to perform the position for which I am applying, I hereby authorize its agents to contact persons named herein, as well as other individuals not listed, who may have information regarding my prior employment and ability to perform the position for which I am applying. Additionally, I authorize all persons contacted, by the College, to release information regarding my prior employment and ability to perform the position for which I am applying and waive my rights to access those records.

I hereby affirm that the information supplied herein is complete and accurate. I understand that falsification and/or omission of information will be just cause for rejection of my application or immediate discharge if employed.

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

# SPRING 2015 AVAILABILITY

NAME \_\_\_\_\_

PHONE # (\_\_\_\_\_) \_\_\_\_\_

E-Mail \_\_\_\_\_

LAST DAY AVAILABLE TO WORK IN THE BOOKSTORE \_\_\_\_\_

\*List any scheduled vacation dates \_\_\_\_\_

## YOUR HOURS AVAILABLE TO WORK:

Please consider your winter and spring class schedule prior to filling out this form.

### Hours of Operation\*

#### This section must be completed.

#### Present - 1/5/2015

Mon \_\_\_\_\_ (8:30am - 6:00pm)

Tues \_\_\_\_\_ (8:30am - 6:00pm)

Wed \_\_\_\_\_ (8:30am - 6:00pm)

Thurs \_\_\_\_\_ (8:30am - 6:00pm)

Fri \_\_\_\_\_ (8:30am - 4:30pm)

Sat \_\_\_\_\_ (9:00am - 1:00pm)

#### 1/5/2015 - 2/8/2015

Mon \_\_\_\_\_ (8:30am - 8:00pm)

Tues \_\_\_\_\_ (8:30am - 8:00pm)

Wed \_\_\_\_\_ (8:30am - 8:00pm)

Thurs \_\_\_\_\_ (8:30am - 8:00pm)

Fri \_\_\_\_\_ (8:30am - 4:30pm)

Sat \_\_\_\_\_ (9:00am - 1:00pm)

Sun \_\_\_\_\_ (10:00am - 2:00pm)

(Three Sundays: 1/11, 1/18 and 1/25 only)

**Weekly shifts are capped at 20-25 hours.**

WHEN FIGURING YOUR WORK SCHEDULE, WE PREFER A **BLOCK** OF TIME.

**EXAMPLES** MIGHT BE:

Day shift: 8-12      8-2      8-4

Eve shift: 12-8:30    2-8:30    4-8:30

**\*tentative; subject to change without advance notice.**

The AACCC Bookstore is closed 12/24/2014 – 1/4/2015; no hours are available during this timeframe.