

Faculty Employment Application



KCTCS is an Equal Opportunity/Affirmative Action Employer and has an affirmative duty to reasonably accommodate otherwise qualified individuals with a disability.

(Please Print or Type)
Use blue or black ink

Date of Application _____

Name

Last

First

Middle

Preferred

Address

Number

Street

City

County

State

ZIP Code

Telephone ()

Last Four Digits of Social Security Number _____

Email Address _____

Position Applying for _____ Salary Desired _____

(Circle response)

Assignment preference: (please indicate your desired assignment, however college needs will determine assignment and faculty will be assigned as needed)

Full-time

Part-time

Temporary

Education and Training (A copy of your college transcript(s) or certification(s) is required at the time your employment application is submitted. However, if interviewed, official college transcript(s) and/or certificates must be submitted directly to KCTCS by the awarding institution.)

Professional Licensure, Apprenticeship or other Certification	State or Licensing Authority	Expiration Date

Credentials	Print Name, Number & Street City, State, Zip Code for each institution attended	Dates Attended	Type of Courses Major-Minor	Credits Earned	Degree or Credential(s) Obtained
Certificate(s)					
Post-secondary Diploma					
Associate Degree					

Bachelor's Degree					
Graduate Degree					
Graduate Degree					

Continue on an additional sheet if required.

Membership in Honorary Societies, Scholarships held, or other recognitions received: _____

Present Memberships in Professional Organizations: _____

Research or Publications: _____

STATEMENT OF TEACHING PHILOSOPHY

In the space below, submit a statement of your instructional methodology regarding the role and responsibilities of an instructor. Faculty are expected to engage in on-going professional development and be computer literate with experience and willingness to incorporate and develop/offer online and web-enhanced curriculum as well as new technologies as they emerge. Attention should be given to the role of an instructor BOTH as a member of the college faculty and as a member of the discipline for which employment is sought.

In a brief paragraph, please explain why you are applying for this position.

EMPLOYMENT HISTORY *(Teaching & Related Experience and Non-Teaching Experience)*

Starting with the **most recent** position, list below the names of ALL former employer(s) for the last 15 years. If you had more than one position with the same employer, list each separately. Include military service assignments and volunteer activities. Exclude volunteer activities or organizations, and/or statements, which indicate race, color, religion, sex, national origin, or disability. Continue on additional sheet if necessary.

Employment Data

Responsibilities and Accomplishments

(1) Employer	
Address	
Phone	
Job Title	
Full-Time or Part-Time Hours per week	
Dates Employed	
Final Hourly Rate/Salary	
Supervisor	
Reason for Leaving	

Employment Data

Responsibilities and Accomplishments

(2) Employer	
Address	
Phone	
Job Title	
Full-Time or Part-Time Hours per week	
Dates Employed	
Final Hourly Rate/Salary	
Supervisor	
Reason for Leaving	

Employment Data

Responsibilities and Accomplishments

(3) Employer	
Address	
Phone	
Job Title	
Full-Time or Part-Time Hours per week	
Dates Employed	
Final Hourly Rate/Salary	
Supervisor	
Reason for Leaving	

Employment Data**Responsibilities and Accomplishments**

(4) Employer	
Address	
Phone	
Job Title	
Full-Time or Part-Time Hours per week	
Dates Employed	
Final Hourly Rate/Salary	
Supervisor	
Reason for Leaving	

Employment Data**Responsibilities and Accomplishments**

(5) Employer	
Address	
Phone	
Job Title	
Full-Time or Part-Time Hours per week	
Dates Employed	
Final Hourly Rate/Salary	
Supervisor	
Reason for Leaving	

Employment Data**Responsibilities and Accomplishments**

(6) Employer	
Address	
Phone	
Job Title	
Full-Time or Part-Time Hours per week	
Dates Employed	
Final Hourly Rate/Salary	
Supervisor	
Reason for Leaving	

Employment Data**Responsibilities and Accomplishments**

(7) Employer	
Address	
Phone	
Job Title	
Full-Time or Part-Time Hours per week	
Dates Employed	
Final Hourly Rate/Salary	
Supervisor	
Reason for Leaving	

References *(List three professional references not related to you and who have knowledge of your experience and qualifications).*

Name	Address	Telephone

FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A STATE AND NATIONAL CRIMINAL HISTORY BACKGROUND CHECK AS A CONDITION OF EMPLOYMENT.

Have you ever been convicted of a felony? ☐ Yes ☐ No

If yes, please explain giving dates, location(s), and complete name at the time. _____

For employees related by blood or marriage to work at the Kentucky Community and Technical College System in the same department or division, we require specific approval of the Chancellor or KCTCS President as appropriate. Also, in most cases where we employ you and a person related to you by blood or marriage, neither of you can have supervisory or line authority over the other.

Do you have any relatives employed by the KCTCS? ☐ Yes ☐ No

If yes, provide the following:

Name _____ Relationship _____

College Employed by _____ Job Title _____

KRS 164.600(8) states that "no citizen member of the board of directors shall be a relative of any employee of the community college under its jurisdiction."

AGREEMENT

I CERTIFY THAT ALL ANSWERS TO THE QUESTIONS IN THIS APPLICATION ARE TRUE, AND I FURTHER UNDERSTAND THAT ANY FALSE STATEMENTS AND/OR OMISSION IN THIS APPLICATION WILL BE SUFFICIENT GROUNDS FOR REJECTION OF THE APPLICATION, OR TERMINATION OF EMPLOYMENT WITHOUT NOTICE.

I AUTHORIZE THE KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM (KCTCS) TO MAKE ANY AND ALL-NECESSARY AND APPROPRIATE INVESTIGATIONS TO VERIFY THE INFORMATION CONTAINED HEREIN, INCLUDING CRIMINAL RECORDS, EDUCATIONAL CREDENTIALS AND WORK EXPERIENCE CHECKS. REFERENCES OBTAINED ARE DONE SO IN CONFIDENCE AND I UNDERSTAND THAT MY RIGHTS TO REVIEW ANY REFERENCE MATERIAL IS WAIVED.

I ALSO UNDERSTAND THAT I WILL BE REQUIRED TO ENROLL AND PARTICIPATE IN AN APPROPRIATE K.C.T.C.S. RETIREMENT PLAN IMMEDIATELY FROM POINT OF EMPLOYMENT IN A REGULAR STATUS POSITION – FAILURE TO DO SO SHALL RESULT IN TERMINATION OF EMPLOYMENT.

PRIOR TO EMPLOYMENT, I MUST PROVIDE INFORMATION RELATED TO IDENTITY AND EMPLOYABILITY. FAILURE TO PROVIDE APPROPRIATE DOCUMENTATION FOR VERIFICATION OF EMPLOYMENT ELIGIBILITY SHALL RESULT IN IMMEDIATE TERMINATION OF EMPLOYMENT AND/OR ANY OFFER OF EMPLOYMENT.

I ACKNOWLEDGE THAT MY EMPLOYMENT MAY BE TERMINATED, AND ANY OFFER OF EMPLOYMENT, IF SUCH IS MADE, MAY BE WITHDRAWN, WITH OR WITHOUT CAUSE AND WITHOUT PRIOR NOTICE, AT ANY TIME, AT THE OPTION OF THE K.C.T.C.S. OR MYSELF.

Signature of Applicant

Date

Applicant Voluntary Disclosure Statement

Information obtained will not be part of your application or your official personnel records and will be kept separate and will be considered confidential.

Compliance with this request is consistent with Federal, State, and Kentucky Community and Technical College System (KCTCS) Equal Employment Opportunity / Affirmative Action Policies. Completion of this form is *voluntary*. However, your cooperation will enable KCTCS to meet its obligations under applicable regulations. Refusal to provide information will not subject you to adverse treatment.

In the event you do not complete this form, visual observation or other appropriate means will determine the requested information. For the purpose of this race/ethnic group/sex survey, an employee or applicant may be included in the group he or she appears to belong to, identifies with, or is regarded in the community as belonging to. However, no person should be counted in more than one race/ethnic group.

Name _____ Date _____

Last Four Digits of Social Security Number _____ Position Applied for _____

Ethnic Background (*Check appropriate space*):

☐

White (not Hispanic) - European, North American, or Middle Eastern origin

☐

Black – African-American or African origin

☐

American Indian or Alaskan Native

☐

Hispanic – Mexican, Puerto Rican, Cuban, Central or South American origin

☐

Asian or Pacific Islander – Japanese, Chinese, Korean, Indian Sub-Continent, or Pacific Islander origin

Gender

☐ Female

☐ Male

Military Service

Vietnam Era Veteran

☐ Yes

☐ No

Thank you for assisting KCTCS in its efforts to comply with applicable regulations and fulfill the goals of our equal employment practices and policies.

General Information Sheet for Faculty Applicants

Faculty Applicant Information and Requirements

All applicants are required to submit the following information for review. This requirement is in accordance with college policies and accrediting regulations.

1. Letter of application.
2. Completed employment application form.
3. Resume or vita.
4. Transcripts of all college work and/or professional certificates.
5. Three (3) current, original letters of professional recommendation (Letters should indicate applicant's capabilities as related to this position. Placement file letters of recommendation **will not** be accepted.)
6. Background checks will be completed as appropriate by KCTCS.

After your file is complete, it will be reviewed and if your credentials and qualifications are in accordance with the college's needs, you may be contacted for an interview.

All correspondence and questions should be addressed to the Human Resources Director at the college to which you are applying.

Faculty Credential Requirements

Under Southern Association of Colleges and Schools (SACS) requirements:

- Faculty teaching general academic courses leading to an Associate's Degree: Faculty must have completed at least 18 graduate semester hours in the teaching discipline and hold a masters degree, or hold the minimum of a masters degree with a major in the teaching discipline (transfer courses/programs leading to a Baccalaureate program). A master's plus or a doctorate is preferred. Applicants for academic appointments should be committed to the completion of 18 graduate semester hours beyond the master's degree in the teaching or a related field.
- Faculty teaching courses in professional, occupational, or technical areas (non-transfer) must possess appropriate academic preparation or academic preparation coupled with work experience, at a minimum of the same level at which the faculty member is teaching. The typical combination is a baccalaureate degree with appropriate work experience, or equivalent.

Under Council of Education (COE) requirements:

- Faculty teaching general education courses in an Associate Degree program must hold a minimum of a Baccalaureate degree with 15 semester hours or 23 quarter hours in the teaching discipline.
- Faculty teaching in technical areas of Associate degree programs must have the minimum of an Associate Degree.

Interview Information

If invited for an interview, the applicant should anticipate a day of activities including meeting with the search committee, division chair/program coordinator, academic dean and college president. Each interviewee may be expected to present a topic provided by the search committee to demonstrate his/her instructional skills. The college will provide instructional tools as requested by the applicant and consistent with existing college materials and equipment.

The applicant must be prepared to complete the **Verification of Identity and Employment Eligibility Form** on the date of the interview.

At the final interview stage, submission of original college transcripts is required.

Employment

When a teaching position is offered and accepted, the following additional information must be completed:

1. Contract
2. DOE (Distribution of Effort) or KCTCS Performance Planning and Evaluation document.
3. Drug Free Workplace Policy Certificate
4. MSDS Verification Training Form
5. W4 Withholding Form
6. K4 Withholding Form
7. Applicable Employee Benefits Forms