

THE APPLICATION PROCESS

We invite you to apply for employment with Asheville-Buncombe Technical Community College (A-B Tech) by submitting a complete application package to include:

- 1) A-B Tech application
- 2) Transcripts from a regionally accredited institution
- 3) Two complete reference forms
- 4) Cover letter addressing the minimum qualifications of the position

**Official transcripts are required upon employment.*

Applications may be obtained by:

- 1) Visiting the A-B Tech website at www.abtech.edu/jobs and printing the application.
- 2) Visiting the Human Resources Office in the Sunnicrest Building at 340 Victoria Road, Asheville, NC 28801, Monday–Thursday 8:00 a.m.–5:00 p.m. and Friday 8:30 a.m.–4:30 p.m. or by calling (828) 254-1921 ext. 114.

Application Process:

- 1) A separate application must be submitted for each position for which you want to be considered. Applicants must meet all academic and work related requirements as posted on the job vacancy announcement.
- 2) Copies of transcripts must accompany all applications. Official transcripts are required at the date of hire.
- 3) Due to the volume of applications we receive, supplemental materials submitted with your application (photos, CDs, portfolios) cannot be returned.
- 4) Full-time positions will be posted for a minimum of ten days after the posting date. After ten days, the position may be closed to additional applicants. Positions listed as “open until filled” are open until further notice.
- 5) Applications must be received in the Human Resources office by 4:30 p.m. on the closing date as indicated on the job posting.

Applications must be signed and mailed or delivered to the following address:

**A-B Tech
Human Resources
340 Victoria Road
Asheville, NC 28801
Sunnicrest Building**

A screening committee will review applications and select candidates for interview. The screening committee is composed of, but not limited to, the following personnel:

FACULTY POSITIONS

Vice President
Director, Human Resources
Dean
Department Chairperson
Faculty Member

STAFF POSITIONS

Vice President
Director, Human Resources
Immediate Supervisor
Peer

Screening of applications is normally done within one to two weeks of the closing date.

Interviews are usually scheduled within three weeks of the closing date. Applicants selected for interview will be telephoned and those not selected will be contacted by mail.

A-B Tech is an Equal Employment Opportunity Employer.



Employment Application

Asheville-Buncombe Technical Community College

340 Victoria Road • Asheville, North Carolina 28801 • 828/254-1921 • www.abtech.edu

Asheville-Buncombe Technical Community College is an equal employment opportunity employer that adheres to a policy of making employment decisions without regard to race, color, age, sex, religion, national origin, or disabling condition. It is assured that employment opportunities with this College depend solely on the applicant's qualifications.

1. Print Name _____
First
Middle
Last

2. Address _____ Home Phone _____
Street and No. or R.F.D.

_____ Work Phone _____
City and State
Zip

3. E-mail address _____ Cell Phone _____

4. Position Desired _____ Date of Application _____

Total years work experience in this field _____

Are you interested in part-time employment? Yes _____ No _____

If your application is favorably considered, on what date can you start work? _____

License or certificates relevant to the position desired _____

Educational Record

*Copies of all college transcripts must be received before your application can be processed. Official transcripts are required upon employment. Transcripts will not be returned. *Indicate quarter hours, "Q," or semester hours, "S."*

Schools	Name and Location	Dates Attended	Major Subject & Credit Hours*	Minor Subject & Credit Hours*	Did You Graduate?	Degree
High School						
Trade School Tech. Inst. Comm. College						
College or University						
Graduate School						
Other						

Employment Record

Please fill out all sections of this form beginning with your most recent work experience. You may attach your resume to the application, however, "see resume" is not acceptable in lieu of completing the Employment Record.

A. Current Position _____ Salary: Beg. _____ End _____

Employer _____ Supervisor's Name _____

Address _____ Phone _____

Duties _____

Date Employed _____ Date Separated _____

Full-time _____ Years _____ Months _____

Part-time _____ Years _____ Months _____

If part-time, average number of hours worked per week _____

Reason for leaving _____

B. Position _____ Salary: Beg. _____ End _____

Employer _____ Supervisor's Name _____

Address _____ Phone _____

Duties _____

Date Employed _____ Date Separated _____

Full-time _____ Years _____ Months _____

Part-time _____ Years _____ Months _____

If part-time, average number of hours worked per week _____

Reason for leaving _____

C. Position _____ Salary: Beg. _____ End _____

Employer _____ Supervisor's Name _____

Address _____ Phone _____

Duties _____

Date Employed _____ Date Separated _____

Full-time _____ Years _____ Months _____

Part-time _____ Years _____ Months _____

If part-time, average number of hours worked per week _____

Reason for leaving _____

D. Position _____ Salary: Beg. _____ End _____
Employer _____ Supervisor's Name _____
Address _____ Phone _____
Duties _____
Date Employed _____ Date Separated _____
Full-time _____ Years _____ Months _____
Part-time _____ Years _____ Months _____
If part-time, average number of hours worked per week _____
Reason for leaving _____

E. Position _____ Salary: Beg. _____ End _____
Employer _____ Supervisor's Name _____
Address _____ Phone _____
Duties _____
Date Employed _____ Date Separated _____
Full-time _____ Years _____ Months _____
Part-time _____ Years _____ Months _____
If part-time, average number of hours worked per week _____
Reason for leaving _____

Additional Information

1. Are you legally entitled to work in the United States? Yes _____ No _____
2. Statement of Draft Registration Compliance
 - a. I certify that I am not required to be registered with Selective Service. Yes _____ No _____
 - b. I certify that I am registered with the Selective Service. Yes _____ No _____
3. Have you ever been convicted of a crime other than a minor traffic violation? Yes _____ No _____
If yes, please explain below.
4. Have you ever been discharged or asked to resign from a position? Yes _____ No _____
If yes, please explain below.

References

Please list references other than your relatives, who are in a position and willing to certify to your character, ability, experience, and qualifications for the position. A-B Tech also requires two (2) written references and reference forms are included with this application.

I. _____
Name Occupation

Business Address

Phone: Business Residence

II. _____
Name Occupation

Business Address

Phone: Business Residence

May we contact your current supervisor as a reference? Yes No

How did you learn of the employment opportunity? _____

Pre-Employment Statement

I hereby grant Asheville-Buncombe Technical Community College permission to conduct an investigation of my application for employment by contacting my former employers and other listed references or any persons who can verify information given and I release from liability all persons, schools, companies, corporations, or agencies providing information in the cause of this investigation. I understand that I must provide proof of eligibility to work in the United States, pursuant to federal immigration law.

I understand that any false answers or statements made by me on this application or any supplement thereto, or in connection with the above mentioned investigation, will disqualify me from further consideration or will be sufficient grounds for immediate discharge.

I further understand as a condition of full-time employment, I agree to participate in the Direct Deposit Payroll Program. If I am employed in a non-instructional position, I agree to accept compensatory time off in lieu of overtime pay, in accordance with the federal Fair Labor Standards Act.

No terms, policies, procedures, or rules of employment are guaranteed, and no full-time employment contracts will be recognized unless they are in writing and signed by the College president.

Applicant Signature

Date

Asheville-Buncombe Technical Community College Prospective Employee Reference Check

To be completed by present or former supervisor.
Please send directly to the person who will complete the reference.

_____ is seeking a position as a _____
(Applicant Name) (Position Desired)

Please rate him/her in the following areas:	Excellent	Good	Fair	Poor
Attendance/Punctuality Comments:				
Dependability Comments:				
Knowledge/Skills Comments:				
Quality of work Comments:				
Ability to work in a team Comments:				
Initiative Comments:				
Planning Comments:				
Efficiency Comments:				
Tact/Self-control Comments:				
Judgment Comments:				

I recommend this applicant: _____ Highly _____ With reservations
 _____ Favorably _____ Not at all

Signature Date

Organization/Company

Print Name

Address

Occupation/Title

Phone Number

RETURN TO: Human Resources
 Asheville-Buncombe Technical Community College
 340 Victoria Road
 Asheville, NC 28801
 Fax: (828) 232-5004

Asheville-Buncombe Technical Community College

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 _____ Favorably _____ Not at all

Signature Date

Organization/Company

Print Name

Address

Occupation/Title

Phone Number

RETURN TO: Human Resources
 Asheville-Buncombe Technical Community College
 340 Victoria Road
 Asheville, NC 28801
 Fax: (828) 232-5004

Date: _____

Name: _____

Position applied for: _____

Asheville-Buncombe Technical Community College does not discriminate with respect to employment on the basis of race, sex, age, religion, national origin, or disability. The information requested below will in no way affect you as an applicant. Its sole use will be to determine how well A-B Tech's recruitment efforts are reaching all segments of the population. Completion of this form is optional.

Equal Opportunity Information (for statistical use only)

Date of Birth

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Month		Day		Year	

Check One

<input type="checkbox"/>	<input type="checkbox"/>
Male	Female

Ethnic Group

- White (Non-Hispanic)
- Hispanic (Mexican, Puerto Rican, Cuban, Central or South American, other Spanish origin regardless of race)
- American Indian (Including Alaska native)
- Black (Non-Hispanic)
- Asian (Including Pacific Islander)

Send this form to the college or university you are requesting transcripts from

(Name of College/University you are requesting transcripts from)

To College/University Official: Please send an official copy of my transcript, along with this form, to:

Human Resources
Attn: Transcript
Asheville-Buncombe Technical Community College
340 Victoria Road
Asheville, NC 28801

The following information is provided for your use in locating my record:

(PLEASE PRINT)

Name _____
Last First Middle Records Under Name of

Current Address _____

Social Security Number _____ Birth Date _____

Dates of Attendance or Graduation _____

Phone Number _____

My signature below authorizes release of my student records.

Signature _____ Date _____