



3575 College Road • Harrisburg, Illinois 62946

Telephone: 618-252-5400

## Welcome to Southeastern Illinois College's Professional/Faculty Application Link

Please review and follow the directions as outlined below for applicants who wish to apply for a position. The professional/faculty application **cannot** be completed on-line. You must print these documents and then type or print clearly with a ballpoint pen when completing.

A completed Southeastern Illinois College (SIC) application is required for all positions. Unofficial transcript(s) or certificate(s) are acceptable for applicant's qualifying on the basis of college or vocational training to meet the minimum qualifications.

**Note:** *Official transcript(s) or certificate(s) and verification of experience are required prior to the appointment to a position.*

### Submission of Application Materials

Submit the following application materials.

1. Completed SIC application;
2. Cover Letter;
3. Resume, should include names, addresses and telephone numbers of three (3) professional references;
4. Copies of academic transcript(s) or certificate(s); and
5. Copies of other credentials you would like considered.

Mail documents to:

Personnel Office  
Southeastern Illinois College  
3575 College Road  
Harrisburg, IL 62946

For further information contact Greg Keller, Human Resources Assistant, at 618-252-5400, ext. 2102, or [greg.keller@sic.edu](mailto:greg.keller@sic.edu).

*Southeastern Illinois College enhances lifelong learning by providing quality accessible educational programs, cultural enrichment opportunities, and support for economic development*

## Professional/Faculty Application

Please print or type the following information: Date \_\_\_\_\_

Name \_\_\_\_\_  

Last
First
Middle Initial

Address \_\_\_\_\_  
 Street/P.O. Box \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email address: \_\_\_\_\_

Home Telephone \_\_\_\_\_ Business/Other Telephone \_\_\_\_\_

Position you are applying for (be specific). \_\_\_\_\_

1. Do you have a relative that works at Southeastern Illinois College?  Yes  No  
 If Yes, please indicate relationship. \_\_\_\_\_

2. Please indicate how you learned of Southeastern Illinois College as a source of employment.  
 Employee  Bulletin  
 Student  Agency  
 Newspaper  Other (please specify) \_\_\_\_\_

3. When will you be available to work? \_\_\_\_\_

4. Do you have a valid driver's license?  Yes  No

5. Do you have reliable transportation?  Yes  No

6. Are you a U.S. citizen, or do you have a legal right to work in the U.S.?  Yes  No  
 Immigration status \_\_\_\_\_

7. If you are not a U.S. citizen, can you provide an authorized work permit?  Yes  No

8. Are you a veteran of the U.S. armed forces?  Yes  No  
 Branch of Service \_\_\_\_\_ Dates of Service \_\_\_\_\_ from/to \_\_\_\_\_

9. Have you ever been convicted of a crime other than a minor traffic violation?  Yes  No  
*(Disclosure of a criminal record will not necessarily disqualify you from employment consideration. Each offense will be evaluated on its own worth with respect to time, circumstance, and seriousness, and the relationship to the job in which you are applying.)*  
 If yes, please explain. \_\_\_\_\_

(Attach separate sheet if necessary.)

## ***TRANSCRIPTS REQUIRED***

(Copies of Academic transcript(s) may be submitted with application; however, official transcript(s) are needed upon employment.)

### **Academic / Training**

Highest degree now held \_\_\_\_\_

Major \_\_\_\_\_ Credit hours earned beyond highest degree \_\_\_\_\_

Do you have a Master's degree with 18 graduate preparation hours in your content field?

Yes       No

Now a candidate for \_\_\_\_\_ degree to be conferred on or about \_\_\_\_\_

What areas are you qualified to instruct? \_\_\_\_\_

### **Formal Education**

College or University (undergraduate)	City/State	Major/Minor Field(s) of Study	Degree & Date or Date Last Attended
University (Graduate/Professional)	City/State	Major/Minor Field(s) of Study	Degree & Date or Date Last Attended

### **Professional Certificates/Licenses**

Professional Certificates or Licenses (such as Certified Public Accounting)	Certificate or Degree & Field	Dates

## Relevant Employment History

Begin with the most recent employment and list all jobs in reverse order. Please include employment dates, title, annual salary, reason for leaving, and a brief description of duties and responsibilities performed for each listed employer.

<b>EMPLOYER</b> (Name & Address)	<b>EMPLOYMENT DATES</b> From To (mo/yr) (mo/yr)	<b>TITLE HELD</b>	<b>ANNUAL SALARY</b>
<b>DUTIES &amp; RESPONSIBILITIES:</b>			
<b>TELEPHONE:</b> ( )	<b>REASON FOR LEAVING:</b>		
<b>SUPERVISOR:</b>			
<b>EMPLOYER</b> (Name & Address)	<b>EMPLOYMENT DATES</b> From To (mo/yr) (mo/yr)	<b>TITLE HELD</b>	<b>ANNUAL SALARY</b>
<b>DUTIES &amp; RESPONSIBILITIES:</b>			
<b>TELEPHONE:</b> ( )	<b>REASON FOR LEAVING:</b>		
<b>SUPERVISOR:</b>			
<b>EMPLOYER</b> (Name & Address)	<b>EMPLOYMENT DATES</b> From To (mo/yr) (mo/yr)	<b>TITLE HELD</b>	<b>ANNUAL SALARY</b>
<b>DUTIES &amp; RESPONSIBILITIES:</b>			
<b>TELEPHONE:</b> ( )	<b>REASON FOR LEAVING:</b>		
<b>SUPERVISOR:</b>			

Have you ever been suspended or discharged from any position?  Yes  No

If yes, give reason for suspension or discharge. \_\_\_\_\_

\_\_\_\_\_

**Memberships in Honor Societies and/or Professional Organizations:**

List those relevant to the position. \_\_\_\_\_

**Scholarships, Prizes, Honors, or Other Recognitions & Publications.**

List those relevant to the position. \_\_\_\_\_

**References**

References may be personal or business references. Please do not use relatives or employers listed on preceding page.

Name & Address of Reference	Profession, Business or Occupation of Reference
Telephone: (    )	
Name & Address of Reference	Profession, Business or Occupation of Reference
Telephone: (    )	
Name & Address of Reference	Profession, Business or Occupation of Reference
Telephone: (    )	
Name & Address of Reference	Profession, Business or Occupation of Reference
Telephone: (    )	

Do we have your permission to contact employers and references?     Yes     No

Place an "X" before those employers and/or references that you do not wish to be contacted without your permission.

Public Law 91-508 requires that we advise you that a routine inquiry may be made which will provide applicable information concerning character, general reputation, and personal characteristics.

### Authorization to Conduct Background Check

I hereby consent to having the College contact anyone that it deems appropriate to investigate or verify any information I have given, or to discuss my background, past performance, or suitability for employment. The College will not inquire into your financial status, religious affiliation, marital status, or other matters unrelated to your qualifications to fill the position for which you applied. This information will not be shared with anyone other than those individuals that are involved in the selection process. Unless you are willing to authorize the College to make these inquires, your application will not be considered.

As a part of its investigation of an applicant's background and suitability for employment with Southeastern Illinois College, the College will conduct a background check of certain applicants. This background check may include, but is not limited to, a check of the following: employment history, references, criminal background (where allowed by law), and internet/website. Any information gathered as a result of these checks will be used only for employment purposes and shall not be used in a discriminatory manner.

Immigration Reform: The Immigration Reform and Control Act of 1986 requires all employers to verify the identity and employment authorization of all new employees. If you are hired, it will be necessary for you to furnish this documentation. If any doubt exists regarding your eligibility for employment, you will be asked to show your visa and/or work permit.

### AUTHORIZATION FOR BACKGROUND CHECK

I, \_\_\_\_\_, have read the above statements and agree to the College's right to conduct a criminal background check.

\_\_\_\_\_  
Signature

\_\_\_\_\_, 20\_\_\_\_  
Date

## Educational Loan Certification

All applicants must complete the following section as required by Illinois State Law (Public Act 85-827). Information obtained will not be used as a factor in considering your application for employment.

Please check one of the following:

- I certify that I am not in default on an educational loan guaranteed by the Illinois Student Assistance Commission under the Higher Education Student Assistance Law, any education loan made by an institution of higher education from the proceeds of loan to the institution by the Illinois Independent Higher Education Loan Authority under the Illinois Independent Higher Education Loan Authority Act, or any other loan from public funds for the purpose of financing an individual's attendance at an institution of higher education, in the amount of \$600 or more.
- I certify that I am in default on an educational loan guaranteed by the Illinois Student Assistance Commission under the Higher Education Student Assistance Law, any education loan made by an institution of higher education from the proceeds of loan to the institution by the Illinois Independent Higher Education Loan Authority under the Illinois Independent Higher Education Loan Authority Act, or any other loan from public funds for the purpose of financing an individual's attendance at an institution of higher education, in the amount of \$600 or more.

If I am employed by the College, I agree as a condition of employment, to make arrangements for repayment of this loan with the maker or guarantor within six months from the date of employment. I understand that failure to do so will result in termination of employment.

### Consent

**Immigration Reform:** The Immigration Reform and Control Act of 1986 requires all employers to verify the identity and employment authorization of all new employees. If you are hired, it will be necessary for you to furnish this documentation. If any doubt exists regarding your eligibility for employment, you will be asked to show your visa and/or work permit.

I understand that any false answer or statements made by me on this application, or any supplement thereto may be grounds for immediate discharge.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_