

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.

All applicants are required to submit a Southeastern Illinois College (SIC) application, resume, cover letter, and a photocopy of all academic transcript(s) when applying for a position. 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:

Department of Human Resources
Southeastern Illinois College
3575 College Road
Harrisburg, IL 62946

For further information, contact Bonnie O'Neill, Director of Human Resources at 618-252-5400 Extension 2102 or bonnie.oneill@sic.edu.

TRANSCRIPTS REQUIRED

Copies of academic transcript(s) may be submitted with application however, official transcripts(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.

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

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 you are applying for. _____

Scholarships, Prizes, Honors, or other Recognitions & Publications:

List those relevant to the position you are applying for. _____

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 inquiries, your application will not be considered.

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 _____

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 _____