



Date of Application _____ Teaching Discipline _____

Name _____
Last First Middle Initial

Address _____
Street or Route City State Zip Code

Telephone _____
Home Work Other

E-Mail Address (optional) _____

Educational Background – Enter all institutions attended starting with the highest degree completed.

| Name of Colleges or Universities Attended | Dates Attended | | Field of Study/Area of Concentration | | Type of Degree Obtained |
|---|----------------|----|--------------------------------------|-------|-------------------------|
| | From | To | Major | Minor | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Other names that might be indicated on your college transcript _____

Note: In order to teach college transfer courses for the associate of arts or associate of science degree, the part-time faculty member must have a master’s degree and 18 graduate semester hours in the teaching discipline. Faculty who teach for an associate of applied science degree must have at least an associate’s degree with appropriate work experience. Preference will be given to those who have a bachelor’s or master’s degree.

Teaching Interests: Please check below all locations and times you are willing to teach.

| Facility | Evening | Day | Weekend |
|--------------------------|---------|-----|---------|
| Columbia Campus | | | |
| Lawrence County Center | | | |
| Williamson County Center | | | |
| Clifton Site | | | |
| Lewisburg Site | | | |

| Facility | Evening | Day | Weekend |
|----------------|---------|-----|---------|
| Giles County | | | |
| Hickman County | | | |
| Lewis County | | | |
| Perry County | | | |

I am interested in teaching on-line courses Yes No

Semester(s) available to teach: Fall Spring Summer

Experience

Please use a separate block for each position. Begin with your current position. Briefly explain the principal duties performed in prior positions. Account for all periods of employment and any employment breaks. If not currently employed, or have never been employed, please indicate in the position block(s) provided.

Teaching experience (attach additional pages as needed).

| Dates Employed | Grade or Subject Taught | Name & Address of Employer | Name & Phone of Immediate Supervisor | Employment Status |
|----------------|-------------------------|----------------------------|--------------------------------------|--|
| | | | | <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time |
| | | | | <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time |
| | | | | <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time |
| | | | | <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time |
| | | | | <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time |

Relevant work experience other than teaching (attach additional pages as needed).

| Dates Employed | Your Position Title | Name & Address of Employer | Name & Phone of Immediate Supervisor | Employment Status |
|----------------|---------------------|----------------------------|--------------------------------------|--|
| | | | | <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time |
| | | | | <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time |
| | | | | <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time |
| | | | | <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time |
| | | | | <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time |

Attachments: A resume may be attached but may not be used in lieu of completing the application. The application must be completed in full.

Transcripts: This application will not be considered complete until the applicant submits transcripts covering applicable college or university work to the Office of Faculty and Programs. Unofficial copies may be submitted for screening purposes—the successful candidate will be required to provide official transcripts from all colleges and universities attended. For full consideration of a position, the completed application and transcripts must be on file in the Office of Faculty and Programs.

Employment Eligibility: You will be required to provide proof of identity and employment eligibility within three (3) business days of initial hire.

Previous State Employment – Prior and current employment by the State of Tennessee including the TBR System and the UT System? Yes No If yes, please provide information below:

| From (mm/dd/yy) | To (mm/dd/yy) | Department or Agency |
|-----------------|---------------|----------------------|
| | | |
| | | |
| | | |

Certification of Application: I hereby certify that all information contained in this application is true, complete and accurate to the best of my knowledge. I also authorize any necessary investigations and the release of transcripts and other personal information relative to my employment. I understand that any misstatements/misrepresentation or concealment of material facts or information may subject me to disqualification for competition for any job or termination of employment by any agency of Tennessee State Government.

Signature _____ Date _____

Please address all correspondence concerning employment to:

Joni Lenig
Office of Faculty, Curriculum and Programs
Columbia State Community College
1665 Hampshire Pike
Columbia, TN 38401
931-540-2752

Columbia State Community College does not discriminate on the basis of gender, race, color, religion, age, mental or physical disability, veteran status, or national origin in educational and employment opportunities, and is committed to education of a non-racially identifiable student body. Any inquiries and/or complaints should be directed to the Director of Human Resources (Affirmative Action Officer), Room 113 in the Pryor Administration Building. Columbia State Community College, 1665 Hampshire Pike, Columbia, TN 38401.

