

APPLICATION PROCESS

Applications are accepted for posted vacancies only. The Human Resources Office does not maintain files with materials (résumés, letters, etc.) for potential vacancies. Applicants for a specific job posting must complete a Motlow College application form to be considered an applicant for the position. He/she must also submit all documents and materials required in the application procedure listed in the job announcement. Submission of these materials is the applicant's responsibility. If transcripts are requested in the job announcement, unofficial transcript(s) covering college and university work are acceptable through the review process. However, Official transcript(s) mailed directly to Motlow College from institution(s) granting degree(s), must be received by the Human Resources Office prior to persons being employed. **APPLICATIONS WITHOUT ALL REQUIRED MATERIALS ARE INCOMPLETE AND WILL NOT BE CONSIDERED.**

Completed applications and accompanying materials will be accepted only in paper format. Each section of the application form should be completed; write N/A if not applicable and/or see resume if requested information can be found on your resume. **It is imperative that information relative to education be complete; do not refer to resume for this section of the application form.** If letters of recommendation, transcripts, or other supplemental materials are sent under separate cover, please include your full name on the documents and forward to the Human Resources Office, Attention: (position for which you are applying). All application materials should be mailed or delivered according to the application procedure outlined on the job announcement. Faxed materials will not be accepted. Positions normally have review of application begin dates rather than firm deadline dates. Applications are ensured full consideration if received by the review of application begin date listed on the job announcement. Applications received after that date may or may not be reviewed depending upon the progress of the search.

The College is required by Federal/State employment reporting regulations to maintain a record of applicant demographic data including gender, race, age, disability, and veteran status. The "Equal Employment Information Request" form is provided for this purpose only. Completing and returning this form is optional.

Applicants applying for different positions must submit a separate Motlow College application form (applications may be copied) and a separate set of documents as required in the application procedure on the job announcement for each position. Each application must have an original signature and must have a current date. All application materials become the property of Motlow College and will not be returned.

Interviews for the position will not be held prior to the date review of applications begin.

Motlow State Community College is an equal opportunity institution and welcomes applicants for employment or admission regardless of age, disability, national origin,

race, religion, or sex and is committed to education of a non-racially identifiable student body. Current federal law requires identification and eligibility verification prior to employment. Women and minorities are encouraged to apply. Nominations of persons to be considered as candidates for the position are invited.

For assistance or information concerning compliance with the Americans with Disabilities Act of 1990, contact the Office of Human Resources for employment assistance; contact the Office of the Vice President for Student Affairs and Institutional Advancement for student assistance.

HUMAN RESOURCES OFFICE

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