



**RIO GRANDE VALLEY
COLLEGE**

As part of the application process, Rio Grande Valley College will conduct background checks on applicants.

EQUAL OPPORTUNITY EMPLOYER. It is our policy to abide by all federal and state laws prohibiting employment discrimination solely on the basis of a person's race, color, creed, national origin, religion, age, sex, marital status, or physical or mental disability, except where a reasonable, bona fide occupational qualification exists.

-PLEASE TYPE OR PRINT IN INK -			Today's Date:	
Name:			Social Security Number:	
Address:				
City			State	Zip Code
Daytime Telephone	Home Telephone	E-Mail Address		
Position for which you are applying:				
Check the following options you would consider <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary		If part time, specify hours or days	What is your minimum salary requirement?	
Do you have any commitments to another employer that might affect your employment with us?			Date available for work:	
Education & Training				
	School Name	City and State	Degree/Diploma Major Course of Study	Degree Received?
High School/GED				<input type="checkbox"/> Yes <input type="checkbox"/> No
College				<input type="checkbox"/> Yes <input type="checkbox"/> No
Graduate School				<input type="checkbox"/> Yes <input type="checkbox"/> No
Trade School				<input type="checkbox"/> Yes <input type="checkbox"/> No
List any other education, training, special skills or certificates/licenses that you possess related to the job.				
Professional License/Certification #	Professional License/Certification Type	Issuing Agency	State Issued	Expiration Date
Professional License/Certification #	Professional License/Certification Type	Issuing Agency	State Issued	Expiration Date
List any machines, equipment or software programs on which you are qualified and experienced in operating.				
List any language that you speak fluently: _____ Read/write: _____				
Do you have a valid driver's license in this state? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Military Experience? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what branch? _____ Rank at separation _____				
GENERAL INFORMATION				

Can you, after employment, submit verification of you legal right to work in the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you 16 years old or over? If under 18, state age _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Were you previously employed by RIO GRANDE VALLEY COLLEGE ? If Yes, give date _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
List any relatives working for RIO GRANDE VALLEY COLLEGE :	
Can you perform the essential functions of the job?	<input type="checkbox"/> Yes <input type="checkbox"/> No

(List three Individuals, in addition to listed employment references, known to you for at least three years).

Name	Occupation / Association	Telephone
1.		
2.		
3.		

Person to notify in case of emergency:

Name:	Telephone:
Address:	

ADDITIONAL INFORMATION

Please include any other information you think would be helpful to us in considering you for employment, such as additional work experience, articles/books published, activities, honors received, etc. (You may omit all information that would indicate age, sex, sexual orientation, race, religion, color, national origin, or disability.)

CRIMINAL RECORD INFORMATION

All Applicants: Exclude any records expunged, annulled, sealed, or discharged under first –offender law.

During the past ten years, have you ever been convicted of, plead guilty to, or received probation, deferred adjudication, or any, other type of alternative method of supervision or correction for a misdemeanor, having a penalty of imprisonment or a fine of more than \$500 or a felony? (Answering yes is not an automatic bar to employment but will be considered in relation to specific job requirements.) Yes No

If yes, explain: _____

Have you been convicted of a crime (exclude minor traffic cases; include DUIs)? Yes No

If yes, describe: _____

Are criminal charges now pending against you? Yes No

If yes, describe: _____

List all Work experience beginning with the present or most recent job (use back of application, if necessary).

Name of Employer		Type of Business	
Address	City	State	Zip Code
Date Employed		Title	
Name and Title of Supervisor		Telephone Number	
May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		Type of Employment <input type="checkbox"/> Part Time <input type="checkbox"/> Full Time	
<ul style="list-style-type: none"> Brief Description of Duties 			
Reason for Leaving		Last Salary	

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Address	City	State	Zip Code
Date Employed		Title	
Name and Title of Supervisor		Telephone Number	
May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		Type of Employment <input type="checkbox"/> Part Time <input type="checkbox"/> Full Time	
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Reason for Leaving		Last Salary	

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to be the best of my knowledge. I also agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I authorize all persons listed above (and on the accompanying resume, if any) to give RIO GRANDE VALLEY COLLEGE any and all information concerning my previous employment and education and any pertinent information they may have, personal or otherwise, and release all parties, such persons and RIO GRANDE VALLEY COLLEGE, from liability for any damage that may result from furnishing same to RIO GRANDE VALLEY COLLEGE.

If employed by RIO GRANDE VALLEY COLLEGE, I agree to abide by the policies and procedures of RIO GRANDE VALLEY COLLEGE. I further understand that my employment can be terminated, with or without cause or notice, at any time, at the discretion of RIO GRANDE VALLEY COLLEGE or myself. I further understand that no manager or Representative of RIO GRANDE VALLEY COLLEGE other than the president of RIO GRANDE VALLEY COLLEGE has any authority to enter into any agreement, oral or written, on behalf of RIO GRANDE VALLEY COLLEGE for a term of employment or to make any assurance or promise of continued employment.

I understand that RIO GRANDE VALLEY COLLEGE may obtain a consumer report for employment purposes that may include information regarding prior employment, work experience and performance, reasons for employment termination, and information as to character, general reputation, personal characteristics, or mode of living. The report may also contain a records check of driving, criminal, credit, education, degrees, professional licenses and/or certification records depending on the position. By signing this application, I authorize the procurement of an investigative consumer report by RIO GRANDE VALLEY COLLEGE as part of the pre-employment background investigation and if hired, at any time during my employment.

I understand and agree that I may be required to take a drug and alcohol screening test. I hereby give my voluntary consent for a blood and/or urine sample to be collected from me and submitted for testing. I also consent to the release of the test result to RIO GRANDE VALLEY COLLEGE for its use. I understand that any positive drug or alcohol result may preclude my employment.

Signature	Date
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Personal Assets Inventory

- In the space provided below, identify those behaviors which have typically been MOST-TO-LEAST characteristics of you. Working left to right, assign **4** points to the MOST characteristic, **3** to the next most characteristic, then **2** and finally **1** to your least characteristic behavior.

Example:

4 Directing 1 Influencing 2 Steady 3 Cautious

- Total the numbers in each of the four columns. Place the **total** number for each column in the blank at the bottom of the column.
- Check the accuracy by adding all the columns together. When all four columns are added together they will equal 50.

<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>
# ____ Directing	# ____ Influencing	# ____ Steady	# ____ Cautious
# ____ Decisive	# ____ Optimistic	# ____ Patience	# ____ Restrained
# ____ Daring	# ____ Enthusiastic	# ____ Stabilizing	# ____ Analytical
# ____ Competitive	# ____ Talkative	# ____ Accommodating	# ____ Precise
# ____ Forceful	# ____ Charming	# ____ Easygoing	# ____ Curious
# ____ Total	# ____ Total	# ____ Total	# ____ Total

- Determine your core style as follows:
 - If your highest column TOTAL is under column 1, you are a Dominant Director (**D**)
 - If your highest column TOTAL is under column 2, you are a Interacting Socializer (**I**)
 - If your highest column TOTAL is under column 3, you are a Steady Relater (**S**)
 - If your highest column TOTAL is under column 4, you are a Cautious Thinker (**C**)