



APPLICATION FOR ADJUNCT TEACHING EMPLOYMENT

DATE: _____

PERSONAL INFORMATION

| | | | |
|-------------------------|------|-------------------------|----------|
| NAME (LAST NAME FIRST) | | | |
| PRESENT ADDRESS | CITY | STATE | ZIP CODE |
| PERMANENT ADDRESS | CITY | STATE | ZIP CODE |
| HOME PHONE NO. () | | CELL PHONE NO. () | |
| EMAIL: | | | |

AREA OF TEACHING QUALIFICATIONS

| Bachelor's Degree | Year Awarded | College/University | Major/Minor |
|------------------------|--------------|--------------------|-------------|
| | | | |
| | | | |
| Master's Degree | | | |
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| | | | |
| Other Graduate Degrees | | | |
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Are you prepared to submit official transcripts of your educational work? _____

GENERAL—List previous college teaching experience

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TYPE OF TEACHING DESIRED (part-time only) (check all acceptable boxes)

| | |
|--------------------------|---|
| <input type="checkbox"/> | Traditional teaching—2-3 days each week for 16 weeks |
| <input type="checkbox"/> | Evening program—one evening (6-10 pm) each week for 6 weeks |
| <input type="checkbox"/> | Online program—courses are for six or seven weeks |

BACKGROUND INFORMATION

| | | |
|---|-----|----|
| Have you ever been convicted of a felony or a first degree misdemeanor? | Yes | No |
| If yes, what were the charges? | | |
| List all applicable counties, states, and years. | | |
| Has your driver's license ever been suspended or revoked? | Yes | No |
| Note: Answering "Yes" to these questions will not necessarily bar you from employment. The nature, severity and date of an offense in relation to the position for which you are applying are considered. | | |

All applicants hired after December 31, 2008 will be subject to Criminal and Sex Offender background checks.

REFERENCES

GIVE BELOW THE NAMES OF THREE PERSONS, NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR. AT LEAST ONE SHOULD BE KNOWLEDGEABLE ABOUT YOUR EXPERTISE IN THE TEACHING AREA.

| NAME | ADDRESS | BUSINESS | YEARS KNOWN | PROFESSIONAL RELATIONSHIP |
|------|---------|----------|-------------|---------------------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |

Please attach a copy of your biographical information/resume.

AUTHORIZATION:

I UNDERSTAND THAT DALLAS CHRISTIAN COLLEGE WILL DECIDE ALL JOB ASSIGNMENTS. I ALSO UNDERSTAND THAT FAILURE TO COMPLETE JOB REQUIREMENTS TO THE SATISFACTION OF MY SUPERVISOR MAY MEAN DISMISSAL FROM MY POSITION.

SIGNATURE

(For DCC Use) REMARKS

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| NEATNESS | | | CHARACTER |
| PERSONALITY | | | ABILITY |
| DATE HIRED | FOR DEPT. | POSITION | |

APPROVED:

1. _____
 VP of Finance
2. _____
 Employee Supervisor