



OAKLAND COMMUNITY COLLEGE®

Dear Applicant:

This letter will acknowledge your interest in a position at Oakland Community College (OCC).

The following information is required to be considered for a position with OCC:

1. Completed signed application form
2. Cover Letter
3. Current resume
4. Transcripts for all degrees earned (photocopies will be acceptable at this time)
5. A list of three (3) references (name, address, phone number)

A separate application packet is required for each position in which you are applying. The completed application packet (as outlined above) must be returned to the Human Resources Department by 5:00 pm on the date specified on the posting. (postmarks not accepted).

Please return the completed application packet to:

Human Resources Department
Please reference the Position No.
Oakland Community College
2480 Opdyke Road
Bloomfield Hills, MI 48304-2266

We anticipate the screening process will take approximately eight weeks to complete from the closing date of the posting. Due to the volume of applications, we are unable to contact each applicant upon receipt of their application; but, you may check the status of a position by accessing our website at <http://www.oaklandcc.edu/Employment/JobPostings.asp> However, if you are being considered for the position, you will be contacted for an interview.

Thank you for your interest in a position with Oakland Community College.

Sincerely,

Human Resources Department



Application for Employment

Position for which you are applying

Application is for this position only and will be retained until the position is filled. If you want to apply for any other position, you must complete another application. For teaching, specify subject area.

Complete the following application and send it to: OAKLAND COMMUNITY COLLEGE, Office of Human Resources, 2480 Opdyke Road, Bloomfield Hills, MI 48304-2266, if you are interested in being considered for an open position as advertised.

If you need assistance or an accommodation to complete the application process, please contact the College's Human Resources Department.

PERSONAL INFORMATION

Date _____

Name _____
Last First Middle

Address _____
Street Number City State Zip Code

Home phone number () _____ Work phone number () _____

E-mail address _____

Are you currently authorized to work in the U.S. (U.S. citizen, Lawful Permanent Resident, Alien authorized for employment)?

YES NO

For employment at Oakland Community College, you must be able to verify legal authorization to work at the College.

Do you have a valid driver's license? YES NO

GENERAL INFORMATION

Type of employment: Full-time Part-time Either

If part-time, what hours would you be available between 7:00 AM – 10:00 PM? _____

Location preferred: Auburn Hills Highland Lakes Orchard Ridge Royal Oak Southfield District Office

Date available for employment: _____

Have you ever been employed at Oakland Community College? YES NO

If YES, list when and position _____

Please list any relatives that are employed at Oakland Community College:

Name Department Relationship

Name Department Relationship

Can you perform the essential functions of the position for which you are applying with or without accommodation? YES NO

Have you ever been convicted of a felony? YES NO

If YES, list date and place of conviction and crime for which you were convicted. A conviction record will not necessarily preclude employment.

EDUCATION

Name of high school _____
Location of high school (City, State) _____
Diploma received YES NO GED or equivalent

NAME OF COLLEGE 1 _____
Location (City, State) _____
Dates attended: From (mm/yy) _____ To (mm/yy) _____
Did you graduate? YES, date graduated (mm/yy) _____
 NO, last date attended (mm/yy) _____ Number of credits earned _____
Type of degree _____
Major subject _____

NAME OF COLLEGE 2 _____
Location (City, State) _____
Dates attended: From (mm/yy) _____ To (mm/yy) _____
Did you graduate? YES, date graduated (mm/yy) _____
 NO, last date attended (mm/yy) _____ Number of credits earned _____
Type of degree _____
Major subject _____

NAME OF COLLEGE 3 _____
Location (City, State) _____
Dates attended: From (mm/yy) _____ To (mm/yy) _____
Did you graduate? YES, date graduated (mm/yy) _____
 NO, last date attended (mm/yy) _____ Number of credits earned _____
Type of degree _____
Major subject _____

OTHER SCHOOL NAME _____
Location (City, State) _____
Dates attended: From (mm/yy) _____ To (mm/yy) _____
Did you graduate? YES, date graduated (mm/yy) _____
 NO, last date attended (mm/yy) _____ Number of credits earned _____
Type of degree _____
Major subject _____

List any special training programs and/or seminars you have attended in the last 5 years:

VOCATIONAL/TECHNICAL TRAINING

Name of school _____

Location of school _____

Dates attended: From (mm/yy) _____ To (mm/yy) _____

Description of training _____

LICENSES AND CERTIFICATIONS

Registration	State	Number	Date of Expiration
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Registration	State	Number	Date of Expiration
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Registration	State	Number	Date of Expiration
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EMPLOYMENT HISTORY List present and all past work experience, beginning with most recent.

JOB 1	Employer name _____	
Employer address _____		
Job title _____	Salary/rate of pay _____	
Dates employed: from (mm/yy) _____	To (mm/yy) _____	
Full-time _____	Part-time _____	Hours per week _____
Supervisor name _____	Supervisor title _____	
Supervisor phone number () _____		
Reason for leaving _____		

Duties and responsibilities of position or subjects taught if teaching position _____		

JOB 2 Employer name _____

Employer address _____

Job title _____ Salary/rate of pay _____

Dates employed: from (mm/yy) _____ To (mm/yy) _____

Full-time _____ Part-time _____ Hours per week _____

Supervisor name _____ Supervisor title _____

Supervisor phone number () _____

Reason for leaving _____

Duties and responsibilities of position or subjects taught if teaching position _____

JOB 3 Employer name _____

Employer address _____

Job title _____ Salary/rate of pay _____

Dates employed: from (mm/yy) _____ To (mm/yy) _____

Full-time _____ Part-time _____ Hours per week _____

Supervisor name _____ Supervisor title _____

Supervisor phone number () _____

Reason for leaving _____

Duties and responsibilities of position or subjects taught if teaching position _____

JOB 4 Employer name _____

Employer address _____

Job title _____ Salary/rate of pay _____

Dates employed: from (mm/yy) _____ To (mm/yy) _____

Full-time _____ Part-time _____ Hours per week _____

Supervisor name _____ Supervisor title _____

Supervisor phone number () _____

Reason for leaving _____

Duties and responsibilities of position or subjects taught if teaching position _____

DO NOT CONTACT

We may contact the employers listed unless you indicate below those that you do not want us to contact.

Employer _____

Reason _____

OTHER REMARKS

Please note any additional information or comments you feel are relevant to the position for which you are applying. Also list any professional, honorary or technical societies in which you are a member.

CERTIFICATION

I CERTIFY THAT I HAVE GIVEN TRUE, ACCURATE AND COMPLETE INFORMATION ON THIS APPLICATION TO THE BEST OF MY KNOWLEDGE. I understand that this is very important because Oakland Community College will rely on this application and all accompanying materials I have provided in making its hiring decision.

I authorize employers, educational institutions, associations, registration and licensing boards, and others to furnish whatever information is available concerning my qualifications.

I authorize investigation of all statements made in this application and understand that false information or documentation, or a failure to disclose relevant information, will be grounds for rejection of my application, disciplinary action or dismissal if I am employed.

If employed, I agree that I will comply with the policies, procedures rules and regulations of Oakland Community College; that my employment is not for any specific or stated period of time except as otherwise specifically provided by Board Policy or applicable collective bargaining agreement, or as provided in a separate contractual agreement signed by me and the Board of Trustees or its designee; and that my employment can be terminated at any time, without cause or notice, at the option of either Oakland Community College or myself as otherwise specifically provided by Board Policy or in an applicable collective bargaining agreement, or as provided in a separate contractual agreement signed by me and the Board of Trustees or its designee.

I further agree that any debts to Oakland Community College which I may incur during my employment may be withheld from my earnings as provided by law.

Signature _____ Date _____

EQUAL OPPORTUNITY/SEXUAL HARASSMENT POLICY

Oakland Community College does not discriminate against applicants, employees or students on the basis of race, religion, color, national origin, sex (including sexual harassment), age, height, weight, marital status, familial status, sexual orientation, Vietnam era veteran status, or disability in its employment practices and/or educational programs or activities.

Those concerned about the above should contact the Equal Opportunity Compliance Officer, Oakland Community College, 2480 Opdyke Road, Bloomfield Hills, MI 48304-2266. Phone: 248.341.2027



Vision

Oakland Community College puts students first so they reach their highest potential. We are a caring college that values innovation, high quality service, and professionalism at every level.

Mission

OCC is a student-centered institution which provides high quality learning opportunities and services for individuals, communities, and organizations on an accessible, affordable basis.

Purposes

Oakland Community College provides high quality:

- Educational experiences enabling students to transfer to other institutions of higher education.
- Occupational and technical learning opportunities to improve students' employability.
- Community services, including cultural, social, and enrichment opportunities for lifelong learning.
- Opportunities in developmental education to prepare students for college-level studies.
- Workforce development training and learning opportunities to meet the needs of business and industry.
- General Educational opportunities enabling students to learn independently and develop skills for personal and career success.

Oakland Community College is accredited by Higher Learning Commission
ncahigherlearningcommission.org

1 AUBURN HILLS CAMPUS
 2900 Featherstone Road
 Auburn Hills, Michigan 48326-2845
 Phone: 248.232.4100

5 SOUTHFIELD CAMPUS
 22322 Rutland Drive
 Southfield, Michigan 48075-4793
 Phone: 248.233.2700

2 HIGHLAND LAKES CAMPUS
 7350 Cooley Lake Road
 Waterford, Michigan 48327-4187
 Phone: 248.942.3100

6 PONTIAC CENTER
 17 S. Saginaw
 Pontiac, Michigan 48342-2227
 Phone: 248.232.4100

3 ORCHARD RIDGE CAMPUS
 27055 Orchard Lake Road
 Farmington Hills, Michigan 48334-4579
 Phone: 248.522.3400

**7 GEORGE A. BEE
 ADMINISTRATION CENTER**
 District Office
 2480 Opdyke Road
 Bloomfield Hills, MI 48304-2266
 Phone: 248.341.2000

4 ROYAL OAK CAMPUS
 739 S. Washington
 Royal Oak, Michigan 48067-3898
 Phone: 248.246.2400



Voluntary Recruitment Questionnaire

We would appreciate completion of this questionnaire. Please return it along with the official Application for Employment form to Oakland Community College, Office of Human Resources, 2480 Opdyke Road, Bloomfield Hills, MI 48304-2266.

This information is voluntary and employment opportunities will not be affected by failure to provide the requested information.

Name _____ Date _____

Position applied for _____

HOW WERE YOU MADE AWARE OF THIS JOB? (check one):

- Advertisement (Indicate name of publication) _____
- Oakland Community College web site _____
- Job Placement Center (Indicate name of center) _____
- Personal referral _____
- Other web site _____
- Other (Please be specific) _____

The following information is gathered for the purposes of: (1) insuring fairness to all candidates in recruitment and examination procedures regardless of age, race, sex, ethnic background, veteran status, or disability and, (2) meeting State and Federal agency requirements. To insure all applicants are treated fairly, this questionnaire will be kept separate from your Application for Employment form and will not be used in any way to make any employment decision.

Please check one: Male Female Birth date: _____

Ethnic (check only one):
 Hispanic / Latino Not Hispanic / Latino

Race (check all that apply):
 White Black or African American
 Asian American Indian or Alaska Native
 Native Hawaiian or other Pacific Islander

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