

Please Type or Print Name: \_\_\_\_\_ Date of Application: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Last First Middle mm dd yyyy



## FIVE TOWNS COLLEGE

305 North Service Road  
 Dix Hills, NY 11746 – 5871  
 Attn: Academic Affairs Office  
 www.ftc.edu/careers  
[jobs@ftc.edu](mailto:jobs@ftc.edu)

### PROFESSIONAL STAFF APPLICATION

Street Address 1: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Street Address 2: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Cell Telephone: \_\_\_\_\_ email address: \_\_\_\_\_@\_\_\_\_\_

Citizen of U.S.?  Yes  No, I am a citizen of: \_\_\_\_\_ Non-Citizen's Visa Status and Number: \_\_\_\_\_

**Ethnic Origin:**

*This question is voluntary and is asked only to permit the College to comply with the Civil Rights Act.*

Native American                       Black or African American                       Asian or Pacific Islander  
 White Caucasian (Non-Hispanic)                       Hispanic, Latino                       Other (please indicate) \_\_\_\_\_

First Language, if other than English: \_\_\_\_\_

**Education**

*Beginning with the most recent, indicate all academic degrees and professional study certificates you have earned. Enter all information exactly as it appears on official transcripts. Please arrange for official copies of all transcripts and dissertations prepared in fulfillment of doctoral work to be sent to the address above.*

Name of Institution	Graduation Date	Degree/Certificate Earned (i.e., Ed.D, M.S.Ed, M.F.A., B.A. or B.S)	Degree Program (i.e., Education, Music, Liberal Arts, Business Admin.)	Major or Area of Specialization (i.e., Directing, Speech, Reading, English)

Title of Master's Thesis: \_\_\_\_\_

Title of Doctoral Dissertation: \_\_\_\_\_

**Licenses and Certifications:**

List the information requested exactly as it appears on your license or certificate.

State or City of Issuance	Title of License or Certification <i>(i.e., Initial Teacher Certification)</i>	Specialization or Subject <i>(i.e., Music K – 12)</i>	Date of issuance	Date of Expiration <i>(Indicate if permanent)</i>

**Teaching Experience**

Indicate the names of each educational organization to which you have formally been appointed to teach or supervise.

Official Name of School System or University	Personnel Office Address	Name of School or Department	Dates of Employment	Adjunct or FT	Subject Area	Rank	Salary

Total Years of FT Equivalent Teaching Experience (compute on the basis of 12 credit hours a semester equal to one-half year): \_\_\_\_\_

I am qualified to teach the following subjects (use general subject titles): \_\_\_\_\_

**Publications, Recordings, and/or Creative Work**

Indicate the names of any books, articles, research, exhibits, performances or other scholarly work that you have engaged in. Please include titles, journal names, show names and locations, and other identifying information.

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**Recognitions and Honors**

Indicate any academic or professional recognition and/or honor that you have received. Please include the name of the conferring organization and date of award.

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## Additional Information

Have you ever been arrested or charged with the commission of a crime, other than minor traffic violations? \_\_\_ Yes \_\_\_ No

Have you ever been dismissed from a teaching or professional position for cause, other than lack of work? \_\_\_ Yes \_\_\_ No

Have you ever had a license to teach suspended? \_\_\_ Yes \_\_\_ No

Will you require any accommodations under the American's with Disabilities Act (ADA) in order to fulfill the responsibilities as a member of a college faculty?  
\_\_\_ Yes \_\_\_ No

If you answered "Yes" to any question contained in this section, please fully disclose the facts and circumstances on a separate sheet of paper and attach to this application.

Describe any other relevant facts, data or qualifications which tend to support your candidacy for the position for which you are applying.

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Before submitting this application, be sure that you have:

- arranged for official transcripts to be sent to the address indicated above;
- listed at least three (3) professional references;
- checked to make sure that all degree, license and certification information matches the information contained on your official transcripts;
- completed all sections to best of your knowledge;
- attached or mailed separately a copy of your Curriculum Vitae; and
- attached or mailed separately additional sheets, if necessary..

This application may also be completed online at [www.ftc.edu/careers](http://www.ftc.edu/careers). If you have questions or require assistance completing this application, contact [jobs@ftc.edu](mailto:jobs@ftc.edu).

## Certification Statement

By signing below, I certify that all of the information provided herein, either digitally via email or otherwise, is accurate and complete. I understand that any appointment received by me at Five Towns College is contingent upon my furnishing documentation for each of the statements made herein. I further understand that my failure to accurately disclose requested information shall be good cause for the rescission of any employment offer. Prior to accepting any appointment, I agree to read and abide by all of the terms and conditions contained in the Five Towns College Faculty and/or Professional Staff Manual, as applicable. Inasmuch as Five Towns College is an educational organization, I understand that the College conducts a background check and evaluation of all candidates. I hereby agree to execute any additional documents as shall be necessary to verify the information contained herein.

I understand that Five Towns College does not discriminate on the basis of age, color, religion, creed, disability, marital status, veteran status, national origin, race or sex and is an equal opportunity employer.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_