



TEMPLE COLLEGE  
2600 South First Street Temple, Texas 76504

## English Instructor

**Minimum requirements** – Master’s Degree in English or Master’s degree in which 18 graduate hours must be in English and two (2) years directly related instructional work experience.

**Position Summary**-Successful candidates are required to teach traditional lecture, on-line, and dual credit courses. Assignments may include day and/or evening sections, as well as sections at one or more of Temple College’s off-campus sites. In addition to teaching a 15 semester hour course load, full-time faculty members follow departmental syllabi; collaborate with colleagues in the selection of textbooks, software, and other instructional material; maintain students' records; submit official records and reports as required; implement the College’s plan for assessment of student learning; attend meetings; maintain required office hours; and perform other assigned departmental, divisional, and college duties. The department chair and/or division director may occasionally visit the classroom. The successful candidates must possess demonstrated skills in successfully working with diverse student populations, excellent interpersonal and communication skills, and computer skills to support teaching and learning.

**Schedule and Start Date**-This is a nine-month, tenure track contract position. Start date to be negotiated.

**Salary**–Salary is calculated from Temple College’s faculty salary schedule. Actual salary is dependent upon applicant’s education and work experience.

**Deadline** – Screening of applications will begin immediately. Position will remain open until filled.

**Application Procedure** - Letter of interest, completed Temple College application, resume or curriculum vitae, college transcripts, and 3 names, addresses, and telephone numbers of professional references are to be sent to:

Temple College  
Office of Human Resources  
2600 South First Street  
Temple, TX 76504

Applications can be downloaded from the Temple College website at [www.templejc.edu](http://www.templejc.edu) or picked up in the Office of Human Resources.

Incomplete applications or applications submitted without the listed application items will not be considered and will be returned to applicant.

Please contact the Office of Human Resources, 254-298-8583, for assistance regarding the application process.

**Temple College is an Equal Employment Opportunity (EEO) Employer**





**RECORD OF EMPLOYMENT**

Reason for Leaving: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Supervisor's Job Title: \_\_\_\_\_ Supervisor's Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Human Resource Contact: \_\_\_\_\_ HR Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Name of Next Previous Employer: \_\_\_\_\_

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

Job Title Held: \_\_\_\_\_

Full-time: Part-Time: Hours Worked Per Week: \_\_\_\_\_

Starting Date:(MM/DD/YY) \_\_\_\_\_ Ending Date:(MM/DD/YY) \_\_\_\_\_

Starting Pay: \_\_\_\_\_ Ending Pay: \_\_\_\_\_

Description of Duties and Responsibilities:

Reason for Leaving: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Supervisor's Job Title: \_\_\_\_\_ Supervisor's Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Human Resource Contact: \_\_\_\_\_ HR Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Name of Next Previous Employer: \_\_\_\_\_

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

Job Title Held: \_\_\_\_\_

Full-time: Part-Time: Hours Worked Per Week: \_\_\_\_\_

Starting Date:(MM/DD/YY) \_\_\_\_\_ Ending Date:(MM/DD/YY) \_\_\_\_\_

Starting Pay: \_\_\_\_\_ Ending Pay: \_\_\_\_\_

Description of Duties and Responsibilities:

Reason for Leaving: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Supervisor's Job Title: \_\_\_\_\_ Supervisor's Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Human Resource Contact: \_\_\_\_\_ HR Phone Number: (\_\_\_\_\_) \_\_\_\_\_

## LICENSES OR CERTIFICATION

List below all professional, technical and/or educational licenses or certificates that are relevant to the position sought. Please attach copies of the listed educational/technical licenses or certificates to this application.

License or Certificate	Type	Issuing Organization	Date Acquired	Expiration Date (if any)

Please list and attach evidence of any additional courses, seminars, or professional development you have attended and are applicable to the position for which you are applying.

## PROFESSIONAL REFERENCES

Name : \_\_\_\_\_

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

Telephone Number: (\_\_\_\_\_) \_\_\_\_\_ FAX Number: (\_\_\_\_\_) \_\_\_\_\_

Cell Number: (\_\_\_\_\_) \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Name : \_\_\_\_\_

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

Telephone Number: (\_\_\_\_\_) \_\_\_\_\_ FAX Number: (\_\_\_\_\_) \_\_\_\_\_

Cell Number: (\_\_\_\_\_) \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Name : \_\_\_\_\_

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

Telephone Number: (\_\_\_\_\_) \_\_\_\_\_ FAX Number: (\_\_\_\_\_) \_\_\_\_\_

Cell Number: (\_\_\_\_\_) \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Name : \_\_\_\_\_

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

Telephone Number: (\_\_\_\_\_) \_\_\_\_\_ FAX Number: (\_\_\_\_\_) \_\_\_\_\_

Cell Number: (\_\_\_\_\_) \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

## OTHER INFORMATION

Specify the various types of office machines, computer equipment or any other equipment you can operate, that are applicable to the position for which you are applying.

Specify the various types of software you can use.

Are you related to a current Temple College Board of Trustees Member? Yes  No

Explain:

Are you related to anyone at Temple College? Yes  No

Explain:

Have you ever been convicted of or pled guilty to anything other than minor traffic violations? Yes  No

Explain the circumstances:

*Existence of a criminal record does not constitute an automatic bar to employment.*

## NOTICE TO APPLICANT

I certify the information provided in this Application for Employment is true, correct, and complete. I understand that any misstatement, misrepresentation or omission of fact on this application will disqualify me for employment or if I am employed will result in my dismissal. Any application or attachment submitted becomes the property of Temple College.

I hereby authorize Temple College (TC) to investigate the truthfulness of all statements made on this application and any attachment, transcript, certificate, etc., and to contact former employer(s) and other listed references, institutions or any other person who can verify the authenticity of the information submitted. I hereby waive any right that I may have against any person contacted by TC including, but not limited to former employers, their respective institutions, other contacts, and any other institution providing information and I release each said person and/or institution from liability for providing this information.

I may submit unofficial copies of my transcripts with my application but if I am hired I understand that Temple College will require submittal of official transcripts, as part of TC's post hire reference checks and Southern Association of Colleges and Schools (SACS) requirements. Official transcripts are to be sent directly from the conferring institution to the TC Human Resources office. Failure to provide official transcripts may result in the withdrawal of the offered position. Student issued transcripts will not be accepted.

I understand that any employment opportunity offered by TC will subject the applicant to a post-offer criminal history check. If the position is a security sensitive position, the applicant will be subject to additional drug/psychological and/or credit screening. Discovery of adverse information or criminal convictions will not automatically disqualify the applicant from consideration. Previous criminal convictions related to the duties of the position may result in the withdrawal of the offered position. Each incident of adverse information or conviction discovered will be evaluated on its own merits with respect to time lapsed, circumstance, and seriousness of each event.

In compliance with the Immigration Reform and Control Act of 1986, all employees hired after November 6, 1986, are required to provide proof of identity and employment eligibility in the United States at the time employment is extended. Failure to provide proof of identity and verify employment eligibility will result in the withdrawal of the offered position.

In compliance with IRS guidelines, a Social Security number must be provided if an employment offer is extended and accepted.

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

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

## VOLUNTARY EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION SURVEY

You are invited to complete the following information as part of Temple College's Equal Employment Opportunity (EEO) reporting requirements. The information provided is strictly voluntary, will be kept in a confidential file separate from the Application for Employment, and will be used in summary form only.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position applying for: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

### Ethnicity:

- American Indian or Alaskan Native**  
A person having origins in any of the original peoples of North America or who maintains cultural identification through tribal affiliation or tribal recognition.
- Asian or Pacific Islander**  
A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India, and Vietnam.
- Black**  
A person having origins in any of the black racial groups of Africa (except those of Hispanic origin).
- Hispanic**  
A person of Mexican, Central or South American, Cuban, Puerto Rican or other Spanish culture or origin, regardless of race.
- White**  
A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin).
- Other**

Gender:  Male  Female

Veteran Status:  Veteran  Non-Veteran  Vietnam Era  Disabled Veteran

Are you an individual with a disability:  Yes  No

### Referral Source (check all that apply):

- |  |   |
|--|---|
| <input type="checkbox"/> Friend                          | <input type="checkbox"/> Temple Daily Telegram              |
| <input type="checkbox"/> Walk-in                         | <input type="checkbox"/> Employment Agency                  |
| <input type="checkbox"/> Temple College Web Page         | <input type="checkbox"/> Texas Workforce Commission         |
| <input type="checkbox"/> National Publication (specify): | <input type="checkbox"/> Other Source or website (specify): |

***Temple College is an Equal Employment Opportunity/Affirmative Action Employer***