

# Beaufort County Community College Employment Information

## Equal Employment Opportunity

Beaufort County Community College (BCCC) strives to maintain a diverse workforce. BCCC encourages all qualified persons to apply without regard to race, ethnicity, gender, age, religious affiliation or disability.

## General Employment Information

- Read the job announcement carefully to ensure that the position is currently open, that you understand the qualifications of the position, and that you meet all the minimum requirements.
- Ensure all the requested information is filled in completely and accurately using the BCCC Employment Application Form. Writing "see resume" on the application is not acceptable and will not be eligible for consideration by the selection committee. Employment applications should be completed to include all requested information.
- If you have applied for a position within the last 24 months, you do not need to submit another application. Please contact the Human Resources Office to update information on your application and to apply for a position by the posted deadline.
- Avoid leaving any gaps in your employment history.
- Proofread your application material for accuracy, spelling, and grammar.
- If you are handwriting your application, ensure that you write legibly.
- You may include a resume, curriculum vitae and/or cover letter only as supplemental documents, but not as replacements for the requested information.
- Sign and date your application.
- Individuals applying for positions that **require** degrees and/or professional certifications must provide copies of transcripts from all degree granting institutions. Unofficial or photo copies are acceptable for consideration of the application by the selection committee and hiring official. **However, official transcripts are required by the Human Resources Office within thirty days of the hiring date.** Please be aware, BCCC does not accept electronically sent transcripts from colleges/universities as official transcripts. Any electronically submitted transcripts will be considered unofficial.
- Applications must be received in Human Resources **by the specified deadline date and time as indicated in the job posting.**
- **Applications may be mailed to:**
  - **Beaufort County Community College  
Human Resources  
PO Box 1069  
Washington, NC 27889**
  - You may also hand-deliver applications to the Human Resources Office (Building 1, Room 211).

## Verification of Employment Eligibility

Under the Immigration, Reform and Control Act of 1986, all new hires will be required to provide appropriate documentation to establish identity and right to work in the United States.

In its efforts to meet the law's requirements, BCCC participates in the Basic Pilot program established by the Department of Homeland Security and the Social Security Administration (SSA) to aid employers in verifying the employment eligibility of all newly hired employees. Our participation in the pilot program does not exempt us from the obligation to complete a Form I-9 for everyone we hire.