

# Collin County Community College District

Please complete in Ink and Print clearly.  
Complete all sections even if enclosing resume.

## APPLICATION FOR EMPLOYMENT EQUAL OPPORTUNITY EMPLOYER

If returning by mail, send to:  
2200 W. University  
McKinney, Texas 75069

DATE July 28, 1986 SOCIAL SECURITY NO. 453-62-9406

NAME Jackson Ronald Martin PHONE Home 214-542-5848 Business 542-1278  
Last First Middle

ADDRESS 317 Westpark Drive McKinney Texas 75069  
Street City State Zip

POSITIONS DESIRED: 1. Evening Site Supervisor  
2. \_\_\_\_\_

If applying for a faculty position, please indicate what field(s) you wish to teach N/A

Do you desire full time employment Yes or part time employment? \_\_\_\_\_ U.S. Citizen? XX Yes \_\_\_ No

If you were selected for a position, when could you start? August 1, 1986 If not, what is the status and length of your visa? \_\_\_\_\_

This information is sought, not for an employment decision, but for record-keeping and other requirements under Federal Law.

RACE/ETHNICITY: XX Caucasian \_\_\_\_\_ Black \_\_\_\_\_ Hispanic \_\_\_\_\_ Asian \_\_\_\_\_  
\_\_\_\_\_ American Indian \_\_\_\_\_ Other (please identify \_\_\_\_\_)

SEX: XX Male \_\_\_\_\_ Female

### RECORD OF EDUCATION

	SCHOOL	LOCATION	DATES ATTENDED From To	DIPLOMA, DEGREE OR CERTIFICATE	MAJOR/MINOR
High School/GED	<u>Marball High</u>	<u>Marshall, Tx</u>	<u>'48-'59</u>	<u>Yes</u>	
College or University	<u>Texas A&amp;M Univ.</u>	<u>College Sta</u>	<u>1964</u>	<u>No</u>	<u>Wildlife Mgmt</u>
Graduate School					
Other					

Professional certifications or licenses Texas Real Estate Sales License

### EMPLOYMENT HISTORY

Start with your present or most recent work experience and work back through previous positions. Attach additional sheet if necessary.

Date Started <u>05-84</u>	Date Left <u>pres.</u>	Name of Company <u>Jaxon Construction Co</u>	Location <u>McKinney, Texas</u>
Supervisor <u>Self Employed</u>	Supervisor's Position <u>N/A</u>	Beginning Salary <u>50K</u>	Ending Salary <u>--</u>
Job Title and Duties <u>Owner--Design and planning, estimating, job supervision, accounts payable, and all various responsibilities of commercial construction thru completion.</u>			

Reason for Leaving

Construction lagging due to down-turn in economy

Date Started <u>09-68</u>	Date Left <u>05-84</u>	Name of Company <u>Jackson Window Company</u>	Location <u>McKinney, Texas 75069</u>
Supervisor <u>Self- Employed</u>	Supervisor's Position <u>N/A</u>	Beginning Salary <u>24K</u>	Ending Salary <u>36K</u>
Job Title and Duties <u>Owner- Mfg, Distribution and Installation of Windows, Doors and Misc. Glass.</u>			
Duties: <u>Purchasing, planning, design, estimating, accts rec'vbl &amp; payables, etc.</u>			
Reason for Leaving <u>To establish new business (see above)</u>			

DO NOT WRITE BELOW THIS SPACE. SKIP TO REVERSE SIDE

Classification	Division	Started Work	Job Title/Code	Rate

# SKILLS INVENTORY

In order to help better match your qualifications with the appropriate positions, please complete by listing the total number of years experience you have in the following categories:

Supervisory experience 22 Years Years of clerical experience 22 Years  
 Teaching experience N/A Years of accounting experience 18 Years  
 Data processing experience None Dictaphone/shorthand transcription experience None  
 Computer/word processing experience None Typing Speed 50-60 wpm  
 Years of post-secondary experience N/A also 10 Key (touch)  
 Do you have a valid Texas driver's license? Yes Are you a currently licensed Texas Peace Officer? No

Please list any other appropriate skills you may have: Purchasing, estimating, reading blueprints, and all other skills necessary to operate a sole-proprietorship for 22 years.  
 Were you in the armed forces? Yes If so, what branch? Army National Guard

Dates of duty: From 1959 To 1964 Grade at discharge Sgt E-6  
 List duties and any special training received: Radio Communications and Clerical

Have you ever been convicted for a violation of any law other than minor traffic violations? No No Yes  
 If yes, give year, location and nature of violation and disposition. (A conviction will be considered only if relevant to a particular position.)  
N/A

Have you ever filed a worker's compensation claim while working for any employer? No No Yes  
 If yes, give date and nature of accident: N/A

List any relatives currently working for the CCCC:  

NAME	RELATIONSHIP	POSITION	LOCATION
<u>NONE</u>			

## PERSONAL REFERENCES

List three persons who are not related to you who can provide general information about you.  
 Do not repeat names of supervisors listed in your employment history.

NAME	ADDRESS	PHONE	OCCUPATION
<u>Carey Cox</u>	<u>McKinney, Tx</u>	<u>214-542-1278</u>	<u>Owner, Carey Cox Company</u>
<u>Richard Thoms</u>	<u>Sherman, Tx</u>	<u>214-893-5795</u>	<u>Owner, Life Insurance Co.</u>
<u>Joe Datterman</u>	<u>McKinney, Tx</u>	<u>214-542-4339</u>	<u>Owner, Meadow-Cent. Shell</u>

Person to notify in case of emergency Mrs Ron Jackson (wife) 317 Westpark Drive 214-542-5848  
 Name Address Phone

MAY WE CONTACT YOUR PRESENT EMPLOYER? Yes Yes No

## PLEASE READ CAREFULLY

- I certify that statements made by me in this application are true, complete and correct to the best of my knowledge and belief. I understand that any false statements or omissions made by me in connection with my application may be grounds for rejection of my application or dismissal after employment.
- I hereby authorize Collin County Community College District to investigate, through whatever means deemed appropriate by the District, any information included in this application and all facts resulting from the investigation unless otherwise noted. CCCC is also authorized to use any information obtained from its investigations to determine my suitability for employment. I release CCCC from any liability in connection with such investigation.
- If employed, I agree to abide by the policies, procedures, rules, and regulations of the CCCC. I acknowledge the CCCC prerogative of revising, at any time, the policies, procedures, rules and regulations and I agree to abide and be governed by such revisions.
- I understand that there is a probationary period of three months for all employees and that the CCCC has the prerogative of dismissing new employees for any reason and without notice during the probationary period and without employee access to the CCCC grievance procedure. All employment with the CCCC is dependent upon satisfactory performance.
- I understand that submission of this application does not obligate the CCCC in any way.
- I hereby authorize any former employers or any other persons given as references (unless otherwise noted) to answer any questions that may be asked.
- This application will be considered only if it is completed entirely, signed and dated below.
- I hereby authorize each former employer to open my personnel file to a representative of CCCC.

Ronald M. Jackson  
 Signature of Applicant

July 28, 1986  
 Date