

INFORMATION & REFERENCE SHEET
Beaufort County Community College
President Candidate

Name: _____ / _____ / _____
Last *First* *Middle*

Please list all other names by which you are known on any educational, business, or legal records:
 _____ / _____

Current Position: _____ Number of Years _____

College or Organization: _____ Number of Years _____

Other Most Recent Senior Level Administration Positions & Organization:
 _____ / _____ Number of Years _____
 _____ / _____ Number of Years _____

Business Contact Information:

 Street

 City, State, Zip
 _____ / _____
 Business Phone Business Email

Home Contact Information:

 Street

 City, State, Zip
 _____ / _____
 Home Phone Home Email

You may contact me at work
 YES NO

_____ / _____
 Work Cell Phone Personal Cell Phone

Highest Earned Degree Held _____

References

List a minimum of 4 references beginning with your current immediate supervisor or if you report directly to a Board, to the Board Chair. Additional references may be attached. **PLEASE DO NOT INCLUDE REFERENCES IN YOUR LETTER OF INTEREST OR RESUME.**

Name and Position	Business Phone	Home Phone	Email

I give permission for the Search Committee of the Beaufort County Community College Board of Trustees, in its President Search, to contact anyone listed on this data sheet or any other individuals who are likely to have information that would help in ascertaining my potential of success as the President of BCCC. I understand I need not be notified nor give any further permission for the reference checks to be conducted. I understand I will not be given the names of the references checked during this search nor do I have any rights to the results of those checks and reports given to the Search Committee or any entity of the Board either verbally or in writing or any notes or records kept during the reference check process. I further understand that any application materials submitted will not be returned to me. If I had questions or concerns regarding this information and the permission I am granting, I contacted Dr. Laura Staton, Board Chair and those questions and concerns were either resolved or they are noted on the reverse side of this document. My signature below verifies that all information on this sheet, in the résumé I submit, in my signed letter of interest, and in any additional information I might be asked to submit is true, accurate, and complete. I understand that the submittal of untrue, inaccurate, or incomplete information will eliminate me from consideration as an applicant and, if discovered after the fact, will be grounds for dismissal should I be employed as President of Beaufort County Community College.

Applicant's Signature: _____ Date: _____