

# PANOLA COLLEGE

## OFFICE OF HUMAN RESOURCES

### HOW TO APPLY FOR POSITIONS WITH PANOLA COLLEGE:

1. Apply for open positions:

a. **BY MAIL:**

*Panola College Human Resources  
1109 West Panola Street  
Carthage, Texas 75633*

b. **BY EMAIL:**

[hr@panola.edu](mailto:hr@panola.edu)

c. **IN PERSON:**

*At 1109 West Panola Street  
Carthage, Texas 75633  
Martha Miller Administration Building  
Human Resources Office*

2. Your application packet must include the following:

- Panola College application form
- Current resume
- Cover letter
- Three letters of recommendation (not required for support staff positions)
- Official transcripts from an accredited institution. Transcripts from foreign institutions must be transcribed by a recognized credential evaluation service with a course by course evaluation. We accept evaluations from companies listed on the NACES Website. NOTE: Read #6 below.

3. If you are applying for multiple positions, please complete an application for each one.

4. When completing the application, you will be asked to provide personal information such as name, address, telephone numbers, education, employment history, and references. Complete all requested areas. Do not write "see resume". Sign and date the application. Incomplete applications will not be accepted for consideration.

5. Most positions posted by Panola College will have a closing date. Applicants should submit their application packet by this date to receive full consideration.

6. Instruct your educational institution(s) to mail your official transcripts directly to the **Office of Human Resources, Panola College, 1109 W. Panola St., Carthage, Texas 75633**. Electronic transcripts are accepted and should be directly sent to [hr@panola.edu](mailto:hr@panola.edu). Photocopies of transcripts or transcripts stamped "Issued to Student" are not accepted.

7. Panola College does not reimburse applicants for expenses incurred in relation to interviewing with the institution.

*Panola College is an Equal Opportunity Institution that provides educational and employment opportunities on the basis of merit and without discrimination because of race, color, religion, sex, age, national origin, veteran status, disability, or genetic information.*