

**Bay de Noc Community College  
Candidate Application Requirements**

**Staff (Non-exempt employees)**

Application  
Resume  
Cover Letter

**Exempt Staff (Administration)**

Application  
Resume  
Cover Letter

**Adjunct Faculty**

Application  
Resume (Vitae)  
Cover Letter  
Unofficial Transcripts  
Qualified to Teach Form

**Faculty**

Application  
Resume (Vitae)  
Cover Letter  
Unofficial Transcripts  
Qualified to Teach Form



- 1) For all position classifications listed above, the applicant shall be advised to list three to six professional references in the application (minimum of 3 – max of 6).  
References should be individuals who are not current or past supervisors.
  
- 2) For exempt, adjunct and full-time faculty positions, the job posting will include the following statement:
  - Candidates are advised that an offer of employment is contingent upon receipt of official transcript (sent by college or university directly to Bay College).
  
- 3) While electronic is the preferred method for receiving applications, paper applications will be accepted. Copies shall be forwarded to the hiring committee.