



MISSISSIPPI

COMMUNITY COLLEGE BOARD

3825 Ridgewood Road • Jackson, MS 39211 • Phone: (601) 432-6518 • Fax: (601) 432-6363

Dear Applicant:

Thank you for considering employment opportunities at the Mississippi Community College Board (MCCB). Our mission is to advance the community college system through coordination, support, leadership and advocacy.

At the MCCB, we are committed to integrity and professionalism, as well as to providing a safe and secure environment for our customers and employees. Therefore, a thorough background screening is an essential part of our hiring process. If you are considered for employment at the MCCB, please note that one or more of the following employment screenings will be performed:

- ✓ CRIMINAL RECORDS CHECK
- ✓ EMPLOYMENT VERIFICATIONS, including positions, longevity, salary, and job performance
- ✓ VERIFICATION OF EDUCATION CREDENTIALS
- ✓ VERIFICATION OF PROFESSIONAL LICENSURE (if appropriate)
- ✓ DRIVING RECORD CHECK (if your job duties require operation of a motor vehicle).

If you have any questions about this background screening requirement, please contact our Assistant Executive Director for Human Resources, Cynthia Jiles, at (601) 432-6524, for more information.

We appreciate your taking time to complete our application process, and we look forward to receiving the required application materials for the position you seek.

Thank you, again.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kell Smith".

Kell Smith
Interim Executive Director
Mississippi Community College Board