



Employment Application
Applicant Information

Position applying for: _____ Date: _____

Name: _____ Phone (H) _____

Phone(Work) _____ Cell Phone _____

Address: _____ City: _____

State: _____ Zip: _____

E-Mail: _____ Date Available: _____

General Information

Are you known to employers/references/schools by another name? If yes, Name _____ No _____

How did you learn about this position? _____

Have you ever been employed by NCCC? ___ No ___ Yes Dates: _____

Are you a citizen of the United States? ___ Yes ___ No

Are you legally authorized to work in the United States? ___ Yes ___ No

Do you have any physical, mental or medical impairment that will limit your ability to adequately perform the duties of the position you are applying for? ___ Yes ___ No

If yes, please explain: _____

Have you ever been convicted of a felony? ___ Yes ___ No

If yes, please explain: _____

Do you have a valid driver's license? ___ Yes ___ No

INFORMATION REGARDING CONVICTION RECORD WILL NOT NECESSARILY BAR AN APPLICANT FROM EMPLOYMENT. INDIVIDUAL CIRCUMSTANCES WILL BE CONSIDERED RELATIVE TO THE JOB SOUGHT.

Educational Background (Please attach copy of college transcripts)

High School:

Name of School _____ Location _____

Did you graduate? ___ Yes ___ No Date: _____

College:

Name of School _____ Location _____

Did you graduate? ___ Yes ___ No Degree or Certificate Attained _____

Date Conferred: _____ Major Area of Study _____

College:

Name of School _____ Location _____
Did you graduate? ___ Yes ___ No Degree or Certificate Attained _____
Date Conferred: _____ Major Area of Study _____

College:

Name of School _____ Location _____
Did you graduate? ___ Yes ___ No Degree or Certificate Attained _____
Date Conferred: _____ Major Area of Study _____

Employment History

May Neosho County Community College contact your present employer?

_____ Yes _____ No

Below please list your work experience, beginning with your present or most recent position. Attach additional sheets if necessary.

Last or current employer: Employer: _____
Address: _____ City _____ State _____
Zip _____ Phone _____
Job Title _____ Supervisor _____
Reason for leaving _____ Dates Employed _____
Salary _____ Describe specific duties _____

Previous employer: Employer: _____
Address: _____ City _____ State _____
Zip _____ Phone _____
Job Title _____ Supervisor _____
Reason for leaving _____ Dates Employed _____
Salary _____ Describe specific duties _____

Previous employer: Employer : _____
Address: _____ City _____ State _____
Zip _____ Phone _____
Job Title _____ Supervisor _____
Reason for leaving _____ Dates Employed _____
Salary _____ Describe specific duties _____

References: Please list five professional references :

| <u>Name</u> | <u>Address</u> | <u>City</u> | <u>State</u> | <u>Phone</u> |
|-------------|----------------|-------------|--------------|--------------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

Notice of Nondiscrimination

It is the policy of NCCC to provide equal opportunity with regard to all terms and conditions of employment. Neosho County Community College complies with federal and state laws prohibiting discrimination on the basis of race, color, religion, creed, national origin, disability, veteran status, age, or any other protected characteristic.

Affirmation

I certify that the information given on this application and in any other supporting documentation and resume is true and correct. I understand that any false information and/or willful or negligent failure to disclose any requested information will constitute sufficient grounds to terminate my employment.

I authorize my previous employers, schools, and persons named as references to give any information regarding my employment together with information they may have regarding me, whether or not it is in their records. Upon request, I will sign a separate authorization for release of information relevant to my employment qualifications. I agree that Neosho County Community College and its employees and my previous employers and their employees shall not be held liable in any respect if an employment offer is not tendered, is withdrawn, or my employment is terminated because of false statements, answers, or omissions made by me in this application. I hereby release said employers, schools, or persons from all liability for any damages whatsoever for issuing this information.

I agree to submit to fingerprinting upon request and consent to and authorize a criminal background check and understand that provided Neosho County Community College wishes to hire me, my employment by Neosho County Community College depends upon the results being acceptable to Neosho County Community College.

Applicant's Signature _____ Date: _____

**Return completed application to:
Human Resources Office
Neosho County Community College
800 West 14th Street
Chanute, KS 66720
Fax:(620-431-0082)**