

COLBY COMMUNITY COLLEGE

EMPLOYMENT APPLICATION

1255 S. Range • Colby, KS 67701 • Phone: 785-462-3984 • Fax: 785-460-4699

Please complete application in full and answer all questions completely. Type or print legibly. Indicate N/A if not applicable. Do not indicate "See Resume." A resume may be attached to provide additional supporting information. Incomplete applications may not be given consideration for employment. A separate application is required for each position. Copies are acceptable. If position qualifications include a postsecondary education requirement, college transcripts are required. Unofficial copies may be submitted initially, but official copies must be received before an employment recommendation can be made.

Personal Information		Date:		
Last Name	First Nam	ne	Middle Initial	
Number and Street Address	City	State	Zip Code	
Telephone Number: Home		Cell/Mobile		
Position for which you are applying:				
Where did you hear about this job?				
Are you related to any current employed If yes, provide name and relationship:	es of Colby Community (College? YES 1	NO	
Have you ever been convicted of a felo (A felony conviction will not necessaril			NO	
Military Service YES NO Have you ever been involuntarily termi				
If required by this position, do you have	e a valid driver's license?	YES NO		
Education High School diploma/GED: YES	NO If no, indica	ate highest grade complet	ted:	
Names and locations of educational ins	Major	Minor	Degree or number of credits earned	
		<u> </u>		

Employment

1. **Teaching Summary** - complete only if applying for an instructional position.

Summarize your teaching experience below.

(Provide complete details in the "Employment History" Section)

Begin with most recent experience first and include full-time teaching, part-time teaching, internship, assistantship, etc.

Educational Institution	State Courses Taught		Full-time or Part-time	Dates of Employment	
2.Employment History Provide complete information a most recent employment. Attach					
Position:					
		From	То	Immediate Supervisor	Current/Final Salary
Employer Name:					
Address and Phone:					
	Street	City	State	Zip	Phone
Full-time or Part-time	ne Duties:				
Reason for leaving:					
-					
Position:				<u> </u>	I
1 osition.		From	То	Immediate Supervisor	Current/Final Salary
Employer Name:					
Address and I none.	Street	City	State	Zip	Phone
		-			
Reason for leaving:					
Reason for leaving.					
			- 		1
Position:		From	To	Immediate Supervisor	Current/Final Salary
Employer Name:			10	minediate Supervisor	Current/Final Salary
Address and Phone:	Street	City	State	Zip	Phone
		,		Zip	1 HOIC

Position:					
		From	То	Immediate Supervisor	Current/Final Salary
Address and Phone:					
	Street	City	State	Zip	Phone
Full-time or	Part-time Duties:				
Reason for leaving:					
Position:					
		From	То	Immediate Supervisor	Current/Final Salary
	Street	City	State	Zip	Phone
	Part-time Duties:				
Reason for leaving.					
Position:					
Employer Name:		From	То	Immediate Supervisor	Current/Final Salary
Address and Phone:					
Full-time or	Street Part-time Duties:	City	State	Zip	Phone
Position:					
Employer Name:		From	То	Immediate Supervisor	Current/Final Salary
Address and Phone:					
Full-time or	Street Part-time Duties:	City	State	Zip	Phone
	Ture time Buttes.				
Please explain any brea	aks or periods of unemplo	oyment in your e	mployment his	tory:	
From:	_ To:	Reason:			
From:	_To:	Reason:			
From:	_ To:	Reason:			

References

1. Current supervisor:	May we contac	et your current supe	ervisor? YES	YES NO		
Name	Organization	Organization				
Title	Phone	City	State	Zip		
2. Other professional refer	ences (do not include immed	diate supervisors lis	sted in employment section	on):		
Name	Organization		Address			
Title	Phone	City	State	Zip		
Name	Organization		Address			
Title	Phone	City	State	Zip		
Name	Organization		Address			
Title	Phone	City	State	Zip		
Name	Organization		Address			
Title	Phone	City	State	Zip		
Name	Organization		Address			
Title	Phone	City	State	Zip		

The College may contact references other than those listed above. Information provided on this application will become part of your permanent personnel record if you are employed by the college. Materials submitted for consideration as part of an application for employment are not returnable. A resume or other appropriate materials may be included with the application but may not be submitted instead of this application. If employed, the College will require certified transcripts for any college-level education stated on this application as a condition for employment. Unofficial copies of transcripts are welcome and encouraged with this application.

Please Read Carefully and Sign Below

I certify that the information provided by me in this application is true and complete to the best of my knowledge. I understand that any misrepresentation or omission may be grounds for rejection of my application for current and future employment or for termination, if I have been employed.

I acknowledge that it is the responsibility of the College to hire qualified applicants, and that it is the responsibility of the College to make inquiries as the College, in its discretion, deems relevant to assess work performance. I authorize the College, or its agents, to contact references, to investigate my background, and to make such other inquiries as the College deems relevant to assess my qualifications for the position for which I am applying. I release all parties from any liability for such disclosure and I understand that the information disclosed will not be released to me

I understand that nothing in this application is intended to create an employment contract and that a job offer is not final until authorized by the President of Colby Community College and by the Board of Trustees.					
Applicant signature	Date				
DETUDNI ADDI ICATIONI TO-					

RETURN APPLICATION TO:

Colby Community College Attn: Human Resources 1255 S. Range Avenue Colby, KS 67701

CCC is an Equal Opportunity Employer committed to diversifying its work force.

Colby Community College provides equality of opportunity to its applicants for admission, enrolled students, graduates, and employees. The College does not discriminate with respect to hiring, continuation of employment, promotion, tenure, other employment practices, application for admission or career services and placement on the basis of race, color, gender, age, disability, national origin or ancestry, sexual orientation, or religion. For inquiries regarding non-discrimination policies, contact the Title IX and Section 504 ADA Coordinator, Colby Community College, 1255 S. Range Ave., Colby, KS 67701 (785.460.5490).

> Challenge students to adapt to a diverse society. **Create** opportunities for student growth. Connect student learning with professional experiences.

COLBY COMMUNITY COLLEGE

APPLICANT CONFIDENTIAL INFORMATION

Not for interview purposes. To be filed separately from application materials.

Applicants are considered for employment and employees are treated without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or disability.

As employers, we comply with government regulations and affirmative action responsibilities.

Solely to help us comply with government record keeping, reporting and other legal requirements, please fill out the Applicant Confidential Information Form. We appreciate your cooperation. This data is for periodic government reporting and will be kept in a confidential file separate from the

(PLEASE PRINT)		DATE:			
Position(s) applied for:					
Referral Source: A	Advertisement	Friend	Relative		
□ v	Valk-in	Employment	Other		
	CCC Employee	Agency			
NAME:		PHON	NE:		
Last	First	Mid-			
ADDRESS:					
	City		State	Zip	
AFFIRMATIVE ACTION SURVEY Government agencies require periodic reports on the sex, ethnicity, handicapped and veteran status of applicants. This data is for analysis and affirmative action only. Submission of information about a disability is voluntary. Check one: Female Male Check one of the following:					
Race/Ethnic Group:	White (not of Hispar	nic origin)	African American		
	American Indian/Ala	askan Native	Asian/Pacific Islande	er	
	Hispanic		Other (please specify)		
Disabled:	Yes		No		
Veteran (any era):	Yes		No		