



# 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 for which you wish to apply. 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.

Date: \_\_\_\_\_

### Personal Information

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ 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 employees of Colby Community College? YES  NO

If yes, provide name and relationship: \_\_\_\_\_

Have you ever been convicted of a felony? If yes, please explain: YES  NO   
(A felony conviction will not necessarily disqualify you for this position.)

Military Service YES  NO  Branch of service \_\_\_\_\_

Have you ever been involuntarily terminated from any previous position? If yes, please explain: YES  NO

If required by this position, do you have a valid driver's license? YES  NO

### Education

High School diploma/GED: YES  NO  If no, indicate highest grade completed: \_\_\_\_\_

Names and locations of educational institutions attended (list most recent education first)

	Major	Minor	Degree or number of credits earned
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## 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 for all employment, including teaching assignments listed above. Begin with present or most recent employment. Attach additional employment history if necessary. Use supplemental sheets if necessary.

Position: \_\_\_\_\_  
From To Immediate Supervisor Current/Final Salary

Employer Name: \_\_\_\_\_

Address and Phone: \_\_\_\_\_  
Street City State Zip Phone

Full-time or  Part-time Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Position: \_\_\_\_\_  
From To Immediate Supervisor Current/Final Salary

Employer Name: \_\_\_\_\_

Address and Phone: \_\_\_\_\_  
Street City State Zip Phone

Full-time or  Part-time Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Position: \_\_\_\_\_  
From To Immediate Supervisor Current/Final Salary

Employer Name: \_\_\_\_\_

Address and Phone: \_\_\_\_\_  
Street City State Zip Phone

Full-time or  Part-time Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Position: \_\_\_\_\_  
From To Immediate Supervisor Current/Final Salary

Employer Name: \_\_\_\_\_

Address and Phone: \_\_\_\_\_  
Street City State Zip Phone

Full-time or  Part-time Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Position: \_\_\_\_\_  
From To Immediate Supervisor Current/Final Salary

Employer Name: \_\_\_\_\_

Address and Phone: \_\_\_\_\_  
Street City State Zip Phone

Full-time or  Part-time Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Position: \_\_\_\_\_  
From To Immediate Supervisor Current/Final Salary

Employer Name: \_\_\_\_\_

Address and Phone: \_\_\_\_\_  
Street City State Zip Phone

Full-time or  Part-time Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Position: \_\_\_\_\_  
From To Immediate Supervisor Current/Final Salary

Employer Name: \_\_\_\_\_

Address and Phone: \_\_\_\_\_  
Street City State Zip Phone

Full-time or  Part-time Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Please explain any breaks or periods of unemployment in your employment history:

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason: \_\_\_\_\_

## References

1. Current supervisor: May we contact your current supervisor? YES  NO

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Name Organization Address

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Title Phone City State Zip

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2. Other professional references (do not include immediate supervisors listed in employment section):

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Name Organization Address

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Title Phone City State Zip

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Name Organization Address

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Title Phone City State Zip

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Name Organization Address

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Title Phone City State Zip

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Name Organization Address

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Title Phone City State Zip

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Name Organization Address

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Title Phone City State Zip

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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.

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Applicant signature

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Date

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 the non-discrimination policies contact Title IX and Section 504 ADA Coordinator Dr. McNulty, Vice President of Student Affairs, Colby Community College, 1255 S. Range Ave., Colby, KS 67701 (785.460.5490).

*The mission of Colby Community College is engaging others in learning and service opportunities to positively affect their world.*

