



# Carl Sandburg College

## APPLICATION FOR EMPLOYMENT

Thank you for your interest in employment with us. Carl Sandburg College is an equal opportunity employer and does not discriminate in any aspect of employment on the basis of race, color, religion, sex, pregnancy, national origin, marital status, age, ancestry, veteran status, physical or mental disability, or any other legally protected status in accordance with the requirements of local, state, or federal law.

Please complete this form fully and accurately. If you are unable to recall specifically any item of information requested, please so indicate. All the information you provide is subject to verification. Please inform Carl Sandburg College if you require any reasonable accommodation to complete the application or to participate in an employment test or interview.

**PLEASE PRINT OR TYPE.**

<b>P E R S O N A L</b>	Name _____ Date _____ Last First Middle
	Address _____ Telephone ( ) _____ Street
	_____ Message ( ) _____ City State Zip Code
	Position Applied For _____
	Date Available _____
	Applying for: Full-Time _____ Part-Time _____ Either _____ Summer _____
	If part-time, please specify hours and/or days available _____ _____
	How did you learn of this vacancy? _____
	Have you previously worked for Carl Sandburg College? _____ If yes, when? _____
	In what capacity? _____

Are you legally authorized to work in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_  
(You will be required upon employment to submit verification of your legal right to work in the United States.)

**Applicants for Business Office, Children's School, Custodial, Human Resources, and Security positions must answer the questions in this section.**

The information requested below is needed for a legally permissible reason, such as positions involving handling of money, security of buildings and/or equipment, or child care. A conviction record will not automatically bar employment, but will be considered as it relates to fitness and ability to perform the job in question. Failure to honestly answer this question will result in discontinued consideration of application or termination of employment.

Have you ever been bonded? Yes \_\_\_\_ No \_\_\_\_

If yes, with what employers? \_\_\_\_\_

Have you ever been refused bonding? Yes \_\_\_\_ No \_\_\_\_

If yes, please explain \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you been convicted of a crime in the past ten years, excluding misdemeanors and summary offenses, which has been annulled, expunged or sealed by a court? Yes \_\_\_\_ No \_\_\_\_

If yes, describe in full \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

E D U C A T I O N	School	Name and Location of School	Course Of Study	Number Of Years Completed	Did You Graduate?	Diploma Certificate Degree	
	High School						
	College						
	Graduate						
	Business or Trade						
	Other						

M E M B E R S H I P S	MEMBERSHIPS IN PROFESSIONAL, SERVICE OR CIVIC ORGANIZATIONS (Exclude those which may disclose your race, color, religion, or national origin.)

<b>M I L I T A R Y</b>	<b>COMPLETE THIS SECTION IF YOU SERVED IN THE ARMED FORCES</b>
	<p>Have you served in the United States Armed Forces? Yes _____ No _____</p> <p><i>(Please list special training received in connection with military service that relates to the position sought.)</i></p>

<b>E Q U I P M E N T</b>	<b>DO NOT ANSWER UNLESS THIS BOX IS CHECKED</b> <input type="checkbox"/>
	List Below the Office Machines/Equipment or Mechanical Equipment You Can Operate

<b>EMPLOYMENT</b> (If additional space is needed, attach a separate sheet of paper.)		(Please give accurate, complete full-time and part-time employment record. Start with present or most recent employer.)
<b>1</b>	Company Name	Telephone (   )
	Address	Employed (State, Month & Year) From                      To
	Name of Immediate Supervisor	Monthly Salary Start                      Last
	Job Title and Description of Work	Reason for Leaving
		Number of Employees Supervised?
<b>2</b>	Company Name	Telephone (   )
	Address	Employed (State, Month & Year) From                      To
	Name of Immediate Supervisor	Monthly Salary Start                      Last
	Job Title and Description of Work	Reason for Leaving
		Number of Employees Supervised?

<b>3</b>	Company Name	Telephone (    )
	Address	Employed (State, Month & Year) From                      To
	Name of Immediate Supervisor	Monthly Salary Start                      Last
	Job Title and Description of Work	Reason for Leaving
		Number of Employees Supervised?

<b>We may contact the employers listed above unless you indicate those you do not want us to contact.</b>	<b>DO NOT CONTACT</b>
	Employer Number(s) _____ Reason _____

<b>R E F E R E N C E S</b>	<b>REFERENCES</b>			
	(Please list one personal reference and two professional references who have known you for at least three years.)			
	Name	Address, City, State, Zip Code	Occupation	Telephone

The information contained in this application and on my resume is true, correct and complete to the best of my knowledge and belief. I understand that any misrepresentation or omission of fact, as stated or implied, in my application, resume, other employment documents or interview(s) may be sufficient reason for not hiring me and/or for my dismissal.

I understand and agree that all information in this application may be verified by the College or its authorized representative. I waive any right I have to be notified by any individuals and organizations named in this application prior to the release of information to the College. I further authorize all individuals and organizations named in this application to give the College all information relative to such verification. I hereby release such individuals and organizations and the College from any and all liability for any claim or damage resulting therefrom.

I understand that Carl Sandburg College is not obligated to provide employment and that I am not obligated to accept employment. Nothing in this application, or in any prior or subsequent oral or written statement, is intended to create any contract of employment or to create any rights in the nature of a contract of employment. This application does not bind either party for a specific period of time regarding employment.

I understand that, if hired, I am required to abide by all rules and regulations of Carl Sandburg College and to comply with all policies and procedures in the employee handbook, any policy and procedure manual, or other communications to employees.

I understand that the College's policies and procedures are subject to modification at any time, without notice.

I further understand that I must reapply if I am not hired within ninety (90) days of the date of this application.

I hereby acknowledge that I have read, understand, and agree with the above statement.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

