

FORMER EMPLOYER THAT COULD BE CONTACTED

1. _____
(Name of Company or Person) (Complete Address) (Phone Number)

Describe Job Duties: _____

Other Positions or Duties performed: _____

CONTACTS THAT COULD BE MADE FOR PERSONAL REFERENCES

(NOT former employers or relatives)

(Name) (Address) (Phone Number)

1. _____

2. _____

3. _____

WHERE WOULD YOU LIKE TO WORK, AND DO YOU HAVE ANY SPECIAL INTERESTS?

PLEASE CHECK ANY OF THE FOLLOWING THAT YOU FEEL APPLIES TO YOURSELF:

I like:

- brochure, letters, etc., assembly work.
- detail work.
- outdoor work.
- to work with children.
- to work with fractions, multiplication and division.
- art.

I have had considerable experience with the following:

- computers
 - data entry
 - word processing
 - software (specify) _____
 - scanning
 - inserting pictures, documents, etc.
 - Microsoft Exchange _____
 - E-Mail _____
 - other (specify) _____
- typewriters
- camera equipment
- switchboard
- multiple line telephones
- lawn equipment and machines
- ten-key adding machines or calculators
- filing (alphabetizing by key unit, second unit, etc.)

Athletics:

Are you on a BCCC athletic team or activity? If so,

- which team? _____
- which activity? _____

Financial Aid:

Have you applied for Financial Aid?

- Yes No

I possess:

- a lifeguard certificate.
- a current CPR card.
- a current First Aid card.
- a good science & math background.
- a print shop background.
- legible handwriting.

I feel that my strengths would include:

- accuracy in my work.
- a pleasant attitude.
- conscientiousness.
- dependability.
- spelling.
- initiative.
- reliability.
- punctuality.
- knowing when to ask questions or to seek assistance with a task.
- working well with others (all ages).
- a willingness to work at any task.
- ability to work unsupervised.
- understanding confidentiality.
- ability to balance job responsibilities with course studies.
- learning quickly.
- ability to complete a certain task within a given time limit.
- written communication skills.
- pleasant telephone voice and etiquette.
- ability to prioritize assigned work.
- typing or keyboarding.
- interpersonal relations.

Non-Discrimination Notice: To provide equal employment, advancement and learning opportunities to all individuals, employment and student admission decisions at Barton will be based on merit, qualifications, and abilities. Barton County Community College does not discriminate on the basis of any characteristic protected by law in all aspects of employment and admission in its education programs or activities. Any person having inquiries concerning Barton County Community College's non-discrimination compliance policy, including the application of Equal Opportunity Employment, Titles IV, VI, VII, IX, Section 504 and the implementing regulations, is directed to contact the College's Compliance Officer, Barton County Community College, Room A-105, Great Bend, Kansas 67530 (620) 792-9234. Any person may also contact the Director, Office of Civil Rights, U.S. Department of Education, Washington, DC 20201.

GENERAL INFORMATION

Are you at least 18 years of age? Yes No

Have you been employed by Barton County Community College?

Yes No If so, when? _____

Are you legally authorized to work in the United States?*

Yes No

*As required by federal law, Barton County Community College will hire only United States citizens and aliens authorized to work in the United States. All new employees will be required to complete an "Employment Eligibility Verification" (Form I-9) and produce requested documentation after employment. A list of documents acceptable for proof under the Immigration Reform Control Act of 1986 is available upon your request.

Have you ever been convicted of, or pleaded "no contest" to, any felony or misdemeanor criminal offense(s), excluding traffic offenses?

Yes No

If yes, please briefly explain. (A "yes" response will not automatically disqualify you from employment): _____

Have you ever had your driver's license suspended or restricted for any reason?

Yes No

If yes, please briefly explain. (A "yes" response will not automatically disqualify you from employment): _____

Information provided on this application will become a 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. Official college transcripts may be required as a part of the application.

APPLICANT CERTIFICATION AND RELEASE AUTHORIZATION (Please read and sign)

I hereby certify that all information provided on or in connection with this application and attachments thereto is true and complete to the best of my knowledge and I have not knowingly withheld any fact or circumstance. *By signature below, I authorize the representatives of Barton County Community College to contact any of my schools, former or current employers or other references needed to provide applicable information to the position sought. I authorize any and all persons contacted by BCCC to disclose fully all information available to such persons, whether on record or not, which may have a bearing on my application or my employment.*

I understand that if employed, any misrepresentation of the facts as stated or implied on this application form is sufficient cause for dismissal. This application does not bind me or BCCC for any specific period of employment and I understand that nothing in this application creates any contractual obligation of any kind for either party. If employed, I agree to comply with all policies, procedures and regulations of Barton County Community College and applicable local, state and federal laws as currently exist or as may exist in the future.

I acknowledge that Barton County Community College reserves the right to conduct background checks, drug screens and such other testing including psychological on its employees or applicants for employment.

I understand that, if hired, I will be required to provide verification of employment eligibility.

Date _____ Signature of Applicant _____