

Employment Application



Date:

First Name:

Middle Name:

Last Name:

Address:

City:

State:

Zip:

SSN(optional):

Email Address:

Home Phone:

Cell Phone:

603 West Park Street
Sheldon, IA
USA
51201
Phone: 800-352-4907
Fax: 712-324-4136
www.nwicc.edu

Position(s) Applied for:

Salary Desired:

When available to begin work?

Education

Type of School	Name of School and Complete Mailing Address	Did you Graduate?	Degree and/or Field of Study
High School			
College Bus. or Trade School			
Professional School			
Other			
List Additional Courses Taken			
Certificates or Licenses Held			

Have you ever been convicted of a felony other than parking or traffic violation?

yes no

If yes, please explain

Previous Employment (list up to 3) Give accurate, complete full-time and part-time employment record.
Start with present or most recent employer.

DO NOT STATE "SEE RESUME".

1.

Name of Employer:

Name of last supervisor:

Dates of employment: From: To: Salary: From: To: Weekly Monthly

Complete Address:

Phone #:

Last job title:

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

May we contact your employer: yes no

2.

Name of Employer:

Name of last supervisor:

Dates of employment: From: To: Salary: From: To: Weekly Monthly

Complete Address:

Phone #:

Last job title:

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

May we contact your employer: yes no

3.

Name of Employer:

Name of last supervisor:

Dates of employment: From: To: Salary: From: To: Weekly Monthly

Complete Address:

Phone #:

Last job title:

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

May we contact your employer: yes no

Skills and/or experiences that you feel would be relevant to position applying for:

Please list 3 references other than relatives and previous employers

Name			
Position			
Company			
Daytime Phone	<input type="text"/>	Email	<input type="text"/>

Name			
Position			
Company			
Daytime Phone	<input type="text"/>	Email	<input type="text"/>

Name			
Position			
Company			
Daytime Phone	<input type="text"/>	Email	<input type="text"/>

Personal Statement - Write a statement telling us why you feel you qualify for and desire this position:

Military

	<u>(Complete this section if you served in the U.S. Armed Forces)</u>	Branch of Service
Describe your duties and any specific training:		
		Period of Active Duty (MO & YR)
		Rank at Discharge
		Date of Final Discharge

It is the policy of Northwest Iowa Community College not to illegally discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, religion, age, veteran status, physical or mental disability, and actual or potential parental, family, or marital status in its programs, activities, or employment practices as required by the Iowa Code sections 216.6, 216.9 and 19B.11, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 - 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.) and all other applicable federal and state laws, regulations and orders. Northwest Iowa Community College will not tolerate violations of state and federal nondiscrimination laws. All inquiries or grievances regarding discrimination based on the above listed traits or characteristics may be directed to the Equity Coordinators, Sandy Bruns (Director of Human Resources) or Beth Frankenstein (Director Secondary Programs and Student Development), Northwest Iowa Community College, 603 West Park Street, Sheldon, IA 51201, telephone 712-324-5061.

Applicant Statement - Please Read Carefully & 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 except where my written statement specifically requests that no reference be made. I release all parties from any liability for such disclosure and I understand that the information disclosed will not be released to me.

Finally, I understand that nothing in this application is intended to create an employment contract and that a job offer is not final until all hiring conditions have been met and all required approvals have been obtained.

IF YOU ARE APPLYING ONLINE, CHECK HERE TO INDICATE YOU HAVE READ AND UNDERSTOOD THE ABOVE STATEMENT: I Agree

*If you are **not** applying online and will be sending this as hardcopy to Northwest Iowa Community College, please sign and date to indicate that you have read the Applicant Statement.*

Date _____

Signature _____

**NORTHWEST IOWA COMMUNITY COLLEGE
SHELDON, IOWA
EMPLOYMENT POLICY STATEMENT**

Northwest Iowa Community College embraces the concept of nondiscrimination in all areas of human and personnel relations. Equal opportunity in recruitment, in employment, and in advancement is guaranteed students, potential students, applicants for employment, and all college personnel regardless of sex, sexual orientation, gender identity, color, race, national origin, age, religion, disability, or political affiliate or belief.

EQUAL EMPLOYMENT OPPORTUNITY SURVEY

The following information is necessary for Northwest Iowa Community College to evaluate its hiring practices and to prepare reports requested by law for the state and federal government. The information will be confidential and will not be used to make a decision about your employment. Your cooperation by providing the information on a voluntary basis will be appreciated.

Position(s) Applied for: <input style="width: 400px; height: 20px;" type="text"/>	SSN(optional): <input style="width: 200px; height: 20px;" type="text"/>
Birth Date: <input style="width: 250px; height: 20px;" type="text"/>	Gender: <input type="radio"/> Male <input type="radio"/> Female
Ethnicity: Are you Hispanic? <input type="radio"/> Yes <input type="radio"/> No	Disability: <input type="checkbox"/> Non Disabled
Race (choose one or more):	<input type="checkbox"/> Ambulatory/Mobility
<input type="checkbox"/> American/Alaska native	<input type="checkbox"/> Visual
<input type="checkbox"/> Black or African American	<input type="checkbox"/> Hearing
<input type="checkbox"/> White	<input type="checkbox"/> Mental/Psychological
<input type="checkbox"/> Asian	<input type="checkbox"/> Other
<input type="checkbox"/> Hawaiian/Pacific Islander	
Military Status (Please check all that apply):	Where did you hear about this position opening?
<input type="checkbox"/> Veteran	<input type="checkbox"/> Newspaper
<input type="checkbox"/> Disabled Veteran	<input type="checkbox"/> Workforce Development Center
<input type="checkbox"/> Spouse of Deceased Veteran	<input type="checkbox"/> Trade Magazine/Newsletter
<input type="checkbox"/> Non-Veteran	<input type="checkbox"/> Radio
<input type="checkbox"/> Reservist	<input type="checkbox"/> NCC Website
	<input type="checkbox"/> Internet
	<input type="checkbox"/> Other

It is the policy of Northwest Iowa Community College not to discriminate on the basis of sex, sexual orientation, gender identity, color, race, national origin, age, religion, disability, or political affiliate or belief in its education programs, activities, or employment policies as required by state and federal nondiscrimination laws.

Northwest Iowa Community College will not tolerate violations of state and federal nondiscrimination laws. All inquiries or grievances regarding discrimination based on sex, sexual orientation, gender identity, color, race, national origin, age, religion, disability, or political affiliate or belief may be directed to the Affirmative Action Officer, Northwest Iowa Community College, 603 W. Park Street, Sheldon, IA 51201, telephone 712-324-5061.