

# Employment Application



## Applicant Information:

Full Name:

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

Last

First

Middle

Address:

Street Address

Apt/Unit #

City

State

Zip

Contact:

Phone

Email

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? Yes      No      If no, are you authorized to work in the U.S.? Yes      No

Have you been employed by Gila Community College before? Yes      No      If yes, when: \_\_\_\_\_

Do any of your family members currently work for Gila Community College? Yes      No      If yes, who? \_\_\_\_\_

Have you ever been convicted of a crime? Yes      No

If yes, explain here:

Please list any knowledge, skills, abilities, or experience you have that you feel would especially qualify you for the position applied for:

## Education:

High School : \_\_\_\_\_ Did you graduate? Yes      No

College: \_\_\_\_\_ Number of Years Completed: \_\_\_\_\_

Did you graduate: Yes      No      Degree Awarded: \_\_\_\_\_

College: \_\_\_\_\_ Number of Years Completed: \_\_\_\_\_

Did you graduate: Yes      No      Degree Awarded: \_\_\_\_\_

College: \_\_\_\_\_ Number of Years Completed: \_\_\_\_\_

Did you graduate: Yes      No      Degree Awarded: \_\_\_\_\_

### **Certifications and/or Licenses:**

Certification/License: \_\_\_\_\_ Document #: \_\_\_\_\_

Issuing Authority: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Certification/License: \_\_\_\_\_ Document #: \_\_\_\_\_

Issuing Authority: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

### **Employment History:**

Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Last Supervisor: \_\_\_\_\_

Job Title(s): \_\_\_\_\_ Dates Employed: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? Yes      No

Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Last Supervisor: \_\_\_\_\_

Job Title(s): \_\_\_\_\_ Dates Employed: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? Yes      No

Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Last Supervisor: \_\_\_\_\_

Job Title(s): \_\_\_\_\_ Dates Employed: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? Yes      No

**Professional References (please list complete information for three):**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization: \_\_\_\_\_ Relationship: \_\_\_\_\_

Title in Organization: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization: \_\_\_\_\_ Relationship: \_\_\_\_\_

Title in Organization: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization: \_\_\_\_\_ Relationship: \_\_\_\_\_

Title in Organization: \_\_\_\_\_

Email: \_\_\_\_\_

**Declaration and Signature:**

I declare that the information provided in this application is true and complete to the best of my knowledge. I authorize investigation into all information contained in and statements I have made on this application as may be necessary for reaching an employment decision. I also understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies and regulations of Gila Community College. I understand that any employment offered may be conditioned upon successful completion of background checks and approval of the District Governing Board. I further understand that any employment offered is 'at will' as contracted and nothing said or done during the application or interview process shall be deemed to constitute an implied employment contract.

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

**GILA COUNTY PROVISIONAL COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER**

Gila County Provisional Community College District is in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Rehabilitation Act of 1973, and does not discriminate on the basis of race, color, ethnicity, religion, sex, national origin, age, mental or physical disabilities, sexual orientation, gender identity or expression, veteran status, or any other legally protected class in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, educational services, programs, and activities.



## Invitation to Self Identify

Name: \_\_\_\_\_ Position Applied for: \_\_\_\_\_

### Information for Statistical Use Only

Gila Community College is an Equal Opportunity Employer and complies with all applicable federal and state regulations. We are required to solicit the information indicated below. This information is collected for statistical reporting and Federal requirements. Once received, this information will be kept confidential and separate from your application materials. You will receive the same consideration for employment whether or not you complete this form. Your responses are voluntary and your cooperation is appreciated. Please return this form with your application.

### Ethnicity—Are you?:

Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

Not Hispanic or Latino: A person not of a culture or origin noted above.

### Select one or more of the following races:

American Indian or Alaska Native: A person having origins in any of the original peoples of North and South America (including Central America) who maintains a cultural identification through tribal affiliation or community attachment.

Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American: A person having origins in any of the black racial groups of Africa.

Native Hawaiian/Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

### Gender:

Male                      Female                      Other

### Veteran Status:

Special Disabled Veteran: A veteran who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Department of Veterans Affairs for a disability: rated at 30 percent or more; or, rated at 10 or 20 percent in the case of a veteran who has been determined under 38 U.S.C. 3106 to have a serious employment handicap; or, a person who was discharged or released from active duty because of a service-connected disability.

Veteran of the Vietnam Era: A person who served on active duty for a period of more than 180 days, and was discharged or released therefrom with other than a dishonorable discharge, if any part of such active duty occurred: in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or, between August 5, 1964, and May 7, 1975, in all other cases; or, was discharged or released from active duty for a service-connected disability if any part of such active duty was performed: in the Republic of Vietnam between February 28, 1961, and May 7, 1975, or between August 5, 1964, and May 7, 1975, in all other cases.