

# Application for Employment - Crowder College

601 Laclede Avenue ~ Neosho, Missouri 64850

(417) 455-5726 ~ FAX (417) 455-5747

www.crowder.edu

## Instructions

- Unless otherwise instructed, please return these application materials to the Human Resources Office at the above address.
- Completion of this application form is required, even if a resumé is submitted.
- For positions requiring degrees, please submit a **copy** of transcripts documenting post-secondary education preparation, certificates and licenses; **official** documents will be required should applicant be extended a contract.
- Application materials submitted for consideration become the property of the college and will not be returned.
- Please review the job announcement and attach any other application materials requested.

## Personal Data

Date of application: \_\_\_\_\_

Position applying for: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle Birth or Other Name

Mailing address: \_\_\_\_\_  
Street or P.O. # City State Zip Code

Phone: Work: \_\_\_\_\_ Home: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Have you previously been an employee of Crowder College in any capacity and at any location?  Yes  No

If yes, please list position(s) held and dates of employment: \_\_\_\_\_

List any relatives currently employed at Crowder College:

Name

Relationship

Proof of citizenship or immigration status will be required upon employment:

Are you a citizen of the U.S.?

Yes

No

If not, are you legally permitted to be employed in the U.S.?

Yes

No

What type of visa do you possess? \_\_\_\_\_

*(Proof of citizenship or immigration status will be required upon employment.)*

How did you become aware of this position?  
\_\_\_\_\_

Are you able to perform the essential functions of the position you are applying for either with or without reasonable accommodations?  Yes  No

## Academic Preparation

As stated in the instructions on page 1, for positions requiring degrees, please submit a **copy** of transcripts documenting post-secondary education preparation, certificates and licenses; **official** documents will be required should applicant be extended a contract. High school and colleges or universities attended:

Name of Institution	State	Major Field	Did you Graduate?	Degree Received Or hours completed
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> HS Equivalent	

College/Post-Secondary Training			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	

Please list other education or specialized training relevant to this position as well as relevant publications, awards, honors, professional memberships (professional, trade, business, civic), and experience with computer software/operating systems:

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**Employment History**

Please complete the information below. List work experience (full-time and part-time) starting with the most recent experience. If more space is needed, maintain the same sequence and format on an attached sheet.

Employer _____	Phone #: _____
<input type="checkbox"/> Part Time <input type="checkbox"/> Full-time	From _____ To _____
City/State: _____	Supervisor: _____
Your Job Title _____	Duties _____
Reason for leaving _____	
May we contact this company? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Employer _____	Phone #: _____
<input type="checkbox"/> Part Time <input type="checkbox"/> Full-time	From _____ To _____
City/State: _____	Supervisor: _____
Your Job Title _____	Duties _____
Reason for leaving _____	
May we contact this company? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Employer _____	Phone #: _____
<input type="checkbox"/> Part Time <input type="checkbox"/> Full-time	From _____ To _____
City/State: _____	Supervisor: _____
Your Job Title _____	Duties _____
Reason for leaving _____	
May we contact this company? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Please explain any periods of unemployment: \_\_\_\_\_

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**References:** Submit three references who can speak to your abilities to perform the duties associated with this position. (A resumé will not serve as a substitute.)

Name: \_\_\_\_\_ Phone # \_\_\_\_\_  
 Home  Work  Cell

Title: \_\_\_\_\_ Employer \_\_\_\_\_  
How long have you known this individual and in what capacity?  
\_\_\_\_\_

Name: \_\_\_\_\_ Phone # \_\_\_\_\_  
 Home  Work  Cell

Title: \_\_\_\_\_ Employer \_\_\_\_\_  
How long have you known this individual and in what capacity?  
\_\_\_\_\_

Name: \_\_\_\_\_ Phone # \_\_\_\_\_  
 Home  Work  Cell

Title: \_\_\_\_\_ Employer \_\_\_\_\_  
How long have you known this individual and in what capacity?  
\_\_\_\_\_

**Declaration Statements**

The information provided in the Application for Employment is true and complete. I authorize Crowder College to investigate all statements made in this application and in any interview(s) related to this application and to seek information to determine my suitability for this position. I also hereby release from liability Crowder College and its representatives from seeking, gathering, and using such information to make employment decisions and all persons or organizations for providing such information. I understand if I am employed, any misstatement, misleading information, or omission of fact on this application and/or in interview(s) may result in my immediate termination and disqualify me for any future employment opportunities at Crowder College. I understand this application or an invitation to interview does not constitute an offer of employment or contract. Should I be hired by Crowder College, I agree to submit any original documentation required for employment. I also agree to abide by all the regulations of the college, including but not limited to the institution's substance abuse, discrimination, and sexual harassment policies.

Crowder College requires a pre-employment background check for all new employees and some positions may require a pre-employment drug screening and/or a consumer credit report. Crowder College does not deny employment solely on the grounds of a conviction or guilty plea of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position applied for will be considered. In the event that potential employment, the College will provide you with a copy of the consumer report and a description in writing of your rights under the Federal Fair Credit Reporting Act. In relation to the position I am applying for, I acknowledge that a clear background check and/or drug screening will be required for employment.

Crowder College is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), genetic information, military service, national origin, ancestry, age, disability, or any other legally protected class. Crowder College is an at-will employer under the statutes of the State of Missouri and has zero tolerance for drug use or sexual harassment. Crowder College complies with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972 regarding sex discrimination, and the Americans with Disability Act of 1990. Questions related to the institution's efforts to comply with employment statutes should be directed to Michelle Paul, EEO Officer, Human Resources Office, at Crowder College.

I certify that I meet the educational and work experience requirements as stated in the job description/announcement and that I have read, fully understand and accept all terms of the foregoing statements.

My signature below indicates my understanding of the above statements. **Undated and unsigned applications will not be considered. Should you be invited for a formal interview, a skills demonstration and/or testing may be required. Cost associated with the application/interview process are the responsibility of the applicant.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# CROWDER COLLEGE SELF IDENTIFICATION REPORT

We consider all applicants for positions without discrimination based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, ancestry, disability, genetic information, military service or any other legally protected status.

To assist Crowder College in its effort to comply with federal and state requirements regarding government recordkeeping, reporting and other legal obligations, we invite you to supply the following information. Providing this information is strictly voluntary. Failure to provide it will not subject you to any adverse personnel decision or action.

Please be advised that this report is *not* a part of your official application for employment. It will not be used in any hiring decision. The information will be kept separate from your other application materials and used for the above reported purposes only and kept confidential in accordance with applicable laws and regulations. It will not be shared with the selection committee for any position for which you apply.

**Applicant Information:** Name: \_\_\_\_\_

Gender:  Male  Female Birthdate: \_\_\_\_\_

## Are you Hispanic / Latino?

Yes  No

*Please check one or more of the below which apply to you:*

*Please check all that apply below. Are you:*

**A Vietnam Era Veteran**

I am a veteran of the Vietnam era; i.e., I served on active duty for more than 180 days, some part of which occurred between August 5, 1964, and May 7, 1975, and I was discharged with other than dishonorable discharge, **or** I was released from active duty for a service-connected disability during the same period.

**Disabled Veteran**

I am a disabled veteran; entitled to disability compensation under the laws administered by the Veterans Administration for a disability rated at 30% or more, **or** I was discharged or released from active duty for a disability incurred or aggravated in the line of duty.

**Disabled**

I am a disabled person, with a physical or mental impairment which substantially limits one or more of major life activities.

**Asian**

A person with origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent.

**Black or African American (Non-Hispanic)**

A person with origins in any of the black racial groups of Africa who is not of Hispanic origin.

**American Indian or Alaska Native**

A person with origins in any of the original peoples of North America or who maintains cultural identification through tribal affiliation or community recognition.

**Native Hawaiian or Other Pacific Islander**

A person with origins in the Hawaiian Islands or other Pacific Islands.

**Hispanic/Latino**

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

**White (Non-Hispanic)**

A person with origins in any of the original peoples of Europe, North Africa, or the Middle East who is not of Hispanic origin.

**Thank you.**