

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

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:

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: _____

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 preemployment 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 obtained information may impact 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 an acceptable background check, consumer credit report and/or drug screening will be required for employment.

Crowder College is an Equal Opportunity educational/employment institution. Auxillary aides and services are available upon request for individuals with disabilities. Missouri relay services available at 711. Crowder College is committed to providing educational/employment opportunities and activities free of discrimination or harassment to all qualified persons and does not discriminate on the basis of race, sex, color, religion, ethnic or national origin, genetic information, age, disability, gender (including pregnancy, gender identity, gender expression, and sexual orientation), military service or veteran status, income level, Limited English Proficiency, or any factor that is a prohibited consideration under applicable law or any other characteristic protected by institutional policy or state, local or federal law.

Crowder College is an at-will employer under the statutes of the State of Missouri and has zero tolerance for drug/alcohol use or sexual harassment/misconduct. Crowder College complies with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1971 regarding sex discrimination, and the Americans with Disabilities Act of 1990. Crowder College complies with applicable state and local laws governing non-discrimination in employment in every location in which the College has facilities. This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, demotion, termination, transfer, leaves of absence, compensation, benefits, and training. Questions related to the institution's efforts to comply with employment statutes should be directed to the Director of Human Resources 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



Voluntary Self-Identification Form

Gender, Race/Ethnicity, Disability, Veteran

DISCLOSURE

Crowder College is an Equal Opportunity educational/employment institution. Our employment decisions are made without regard to race, sex, color, religion, ethnic or national origin, genetic information, age, disability, gender (including pregnancy, gender identity, gender expression, and sexual orientation), military service or veteran status, income level, Limited English Proficiency, or any factor that is a prohibited consideration under applicable law or any other characteristic protected by institutional policy or state, local or federal law. The data you provide on this form will be kept confidential and used solely for statistical purposes. This form is processed and maintained separately from your employment application and is not used in the interview, promotion or selection process. Completion of this form is optional and voluntary.

PLEASE PRINT OR TYPE

YOUR NAME

DATE

BIRTHDATE

GENDER (Please select one)

FEMALE

MALE

PREFER NOT TO ANSWER

RACE / ETHNICITY (Please select one)

- American Indian or Alaskan Native (not Hispanic or Latino):** A person having origins in any of the original peoples of North and South America (including Central America) who maintains a tribal affiliation or community attachment.
- Asian (not Hispanic or Latino):** 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 (not Hispanic or Latino):** A person having origins in any of the black racial groups of Africa.
- Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish Culture or origin regardless of race.
- Native Hawaiian or Other Pacific Islander (not Hispanic or Latino):** A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White (not Hispanic or Latino):** A person having origins in any of the original peoples of Europe, North Africa or the Middle East.
- Two or more races (not Hispanic or Latino):** A person who identifies with two or more racial categories above.
- Prefer not to answer.**

DISABILITY

The Equal Employment Opportunity Commission (EEOC) defines a covered disability under the Americans with Disabilities Act (ADA) as a physical or mental impairment that substantially limits one or more major life activities, a history of having such an impairment, or being regarded as having such an impairment.

Disabilities include, but are not limited to:

- Blindness
- Autism
- Epilepsy
- Post-traumatic stress disorder
- Deafness
- Cerebral palsy
- Bipolar
- Obsessive compulsive disorder
- Cancer
- HIV / AIDS
- Multiple sclerosis
- Missing limbs (full or partial)
- Diabetes
- Schizophrenia
- Muscular dystrophy
- Intellectual disability

Yes, I have a disability (or previously had a disability)

No, I do not have a disability

I prefer not to answer

VETERAN STATUS

We are subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires that we take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows.

Please check the box below that corresponds to your veteran status:

"Disabled veteran": A veteran of the U.S. military, ground, naval or air service 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 Secretary of Veterans Affairs or a person who was discharged or released from active duty because of a service-connected disability.

"Recently separated veteran": Any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.

"Active duty wartime or campaign badge veteran": A veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.

"Armed forces service medal veteran": A veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

I am a veteran, but do not meet any of the categories described above.

I am **NOT** a veteran

I prefer not to answer