



Employment Application

Interested candidates should complete this form and submit it along with:

- ◆ Letter of Interest
- ◆ Résumé

Position for which you are applying: _____

Personal Information

Name: _____
Last First Middle

Mailing Address: _____

City _____ State _____ Zip _____

Home Phone _____ Office Phone _____ Cell Phone _____

E-mail Address: _____

Education

Name of School _____ City/State _____

Dates of Attendance _____ Major _____

Minor _____ Degree _____

Name of School _____ City/State _____

Dates of Attendance _____ Major _____

Minor _____ Degree _____

Name of School _____ City/State _____

Dates of Attendance _____ Major _____

Minor _____ Degree _____

Name of School _____ City/State _____

Dates of Attendance _____ Major _____

Minor _____ Degree _____

Professional Work Experience

List most recent position first. Fill out completely; do not indicate "refer to resume." All professional work experience must be listed; if necessary attach additional information.

Name & Location of Employer: _____

Supervisor Name, Title & Phone: _____

Dates Employed: From _____ to _____ Salary: Beginning _____ Current _____

Position Title: _____ Full Time Part Time

Nature of Duties: _____

Reason for leaving: _____

Name & Location of Employer: _____

Supervisor Name, Title & Phone: _____

Dates Employed: From _____ to _____ Salary: Beginning _____ Current _____

Position Title: _____ Full Time Part Time

Nature of Duties: _____

Reason for leaving: _____

Name & Location of Employer: _____

Supervisor Name, Title & Phone: _____

Dates Employed: From _____ to _____ Salary: Beginning _____ Current _____

Position Title: _____ Full Time Part Time

Nature of Duties: _____

Reason for leaving: _____

Name & Location of Employer: _____

Supervisor Name, Title & Phone: _____

Dates Employed: From _____ to _____ Salary: Beginning _____ Current _____

Position Title: _____ Full Time Part Time

Nature of Duties: _____

Reason for leaving: _____

May we contact all past and present employers? Yes No

If not, indicate which one(s) you do not wish us to contact: _____

Are you legally eligible to work in the United States? Yes No

Have you been convicted of a serious crime within the last five years which is substantially related to the responsibilities of the position for which you are applying? Yes No

If yes, explain: _____

Have you ever been disciplined or discharged for theft of company or public property or related offenses? Yes No

If yes, explain: _____

Have you ever been disciplined or discharged for insubordination? Yes No

If yes, explain: _____

Have you ever been disciplined or discharged for violating a safety rule(s)? Yes No

If yes, explain: _____

Have you ever been disciplined or discharged for sexual harassment? Yes No

If yes, explain: _____

Narrative Statement

Why do you want to work at the Carbon County Higher Education Center?

Professional References

List those individuals, except former supervisors, who are familiar with your work and/or professional credentials.

Name: _____ Telephone: _____

Organization: _____ City and State: _____

Name: _____ Telephone: _____

Organization: _____ City and State: _____

Name: _____ Telephone: _____

Organization: _____ City and State: _____

Name: _____ Telephone: _____

Organization: _____ City and State: _____

Applicant Signature

I hereby certify that, to the best of my knowledge and belief, the answers to the foregoing questions and statements made by me are complete and true. I understand that any false information, omissions or misrepresentations of facts called for in this application may result in rejection of my application or discharge at any time during my employment.

Signature: _____ Date: _____

Carbon County Higher Education Center does not discriminate on the basis of race, color, national origin, gender, age, disability, political affiliation, religion, or belief in relation to admission, treatment of students, access to programs and activities, or terms and conditions of employment.