


# APPLICATION FOR EMPLOYMENT

Print or Type



*The right college for the right reasons!*

348 NESR 61 Pratt, KS 67124 www.prattcc.edu 620-672-5641

**Position for which you are applying:** \_\_\_\_\_

**Name:** \_\_\_\_\_  

Last
First
Middle

**Address:** \_\_\_\_\_  

Street
City
State
Zip

**Home/Cell Telephone** (    ) \_\_\_\_\_

**Business Telephone** (    ) \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Full-Time** \_\_\_\_\_ **Part-Time** \_\_\_\_\_ **Date available** \_\_\_\_\_

## EDUCATION

School Level	School Name & Address	Credit Hours Earned	Minor Field	Diploma/Degree
High School				
Vocational, Business, or Trade School				
College				
Graduate School				

**Other Specialized or Technical Training Not Listed Above**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**License, Certifications and Registrations Not Listed Above**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**Other skills, abilities or qualifications relevant to this job. Include equipment and software you can operate.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WORK EXPERIENCE** (most recent job first)

Employer _____	Position _____
Address _____	Salary: Starting \$ _____ Final \$ _____
Name & Title of Immediate Supervisor: _____	Duties _____
From _____ Through _____ Month Year Month Year	_____

Employer _____	Position _____
Address _____	Salary: Starting \$ _____ Final \$ _____
Name & Title of Immediate Supervisor: _____	Duties: _____
From _____ Through _____ Month Year Month Year	_____

Employer _____	Position _____
Address _____	Salary: Starting \$ _____ Final \$ _____
Name & Title of Immediate Supervisor: _____	Duties _____
From _____ Through _____ Month Year Month Year	_____

Employer _____	Position _____
Address _____	Salary: Starting \$ _____ Final \$ _____
Name & Title of Immediate Supervisor: _____	Duties _____
From _____ Through _____ Month Year Month Year	_____

**REFERENCES** (List names & addresses of three persons not related to you, who know your qualifications or who know your character.)

NAME	TITLE	ADDRESS	PHONE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Pratt Community College prides itself on having a student-centered learning environment. This requires that all employees be focused on providing student-centered instruction and services. PCC's student centered philosophy is: "The student is our customer; he/she deserves our full time and attention". As a candidate for employment at PCC....

1. How do you visualize the position for which you are applying fitting into our student-centered employment philosophy?

2. If you are employed at PCC, what will you do to be student-centered in your job performance?

3. At PCC, we view our co-workers, i.e., all college employees, as our "internal customers" who deserve our attention and friendly cooperation. Teamwork is a high priority. Briefly explain how and why you would fit into this kind of work environment.

≡	<b>Can you legally work in the United States?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
≡	<b>If hired, can you show proof of eligibility?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
≡	<b>Are you 18 years of age or older?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
≡	<b>Have you ever been convicted of a crime other than a minor traffic citation?</b> If yes, provide the date and disposition. (A conviction will not automatically bar you from employment.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____			
_____			
≡	<b>May we contact your current and previous employers?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No If no, why? _____
_____			
_____			

*It is understood and agreed upon that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed. Furthermore, I understand that just as I am free to resign at any time, the employer reserves the right to terminate my employment at any time, with or without cause. I understand that no representative of the employer has the authority to make any assurances to the contrary.*

*I give the employer the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations, or organizations for furnishing such information.*

*I have read, or have had read to me, the above statements. By my signature, I understand and agree to these provisions.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Pratt Community College is an equal opportunity employer and does not discriminate on the basis of any characteristic protected by law in admission, recruitment, treatment or employment in its programs and activities. Pratt Community College hires only U.S. citizens and aliens lawfully authorized to work in the United States. If you have any questions, please contact the Director of Personnel, Pratt Community College, 348 NE SR 61, Pratt, KS 67124, 620.672.5641 ext. 139, Title IX/Section 504 Coordinator.

# PRATT COMMUNITY COLLEGE

## EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

### INFORMATION FORM

Pratt Community College is an Equal Opportunity Employer and does not discriminate on the basis of any characteristic protected by Federal, state, or local law.

In an effort to comply with the requirements regarding government record keeping, reporting, and other legal obligations, we ask that you complete the information below and return it with your application to the Pratt Community College Personnel Director.

*Submittal of this information is completely voluntary and will be held strictly confidential. The data provided here is **NOT** a part of the official application for employment and will not affect your opportunity for employment, or terms or conditions of employment, if hired.*

We appreciate your cooperation.

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

Check one:     Male             Female                          Age: \_\_\_\_\_

Check one of the following Race/Ethnic Groups:

- Caucasian
- American Indian/Alaskan Native
- Black or African American
- Asian
- Hispanic or Latino
- Other

Check if any of the following are applicable:

- Disabled Individual
- Disabled Veteran
- Vietnam Era Veteran
- Special Disabled Veteran
- Other Veteran

Referral Source (please identify source):

- Advertisement in Publication \_\_\_\_\_ Name of Publication
- Employee
- Relative
- PCC Website
- Other website \_\_\_\_\_

Date completed \_\_\_\_\_