



Human Resources Office

(620) 450-2226 or (620) 450-2139, fax (620) 450-2285
348 NE SR 61 Pratt, Kansas 67124

EMPLOYMENT APPLICATION

*To be considered for employment, you are required to complete an application form. The offer of employment is contingent upon the ability to provide documentation which demonstrates employment eligibility required by the Immigration Reform and Control Act of 1986. All new employees will be required to complete an "Employment Eligibility Verification" (Form I-9) and produce requested documentation after employment. *Federal law requires Pratt Community College to hire only United States citizens and aliens authorized to work in the United States.*

Please answer completely and sign the application form.

PERSONAL INFORMATION

Full Name _____

Address _____

City, State, Zip Code _____

Phone _____

Email _____

POSITION INFORMATION

Application Date _____

Position of Interest _____

Full-time/Part-time _____

Date Available _____

Anticipated Salary _____

Are you 18 years of age or older?

☐ YES ☐ NO

Are you willing to relocate?

☐ YES ☐ NO

Can you legally work in the United States and, if hired, show proof of eligibility?

☐ YES ☐ NO

Have you previously been employed by Pratt Community College?

☐ YES ☐ NO

If yes, provide the dates, positions held, and reason for leaving.

Have you ever been convicted of a crime other than a minor traffic citation?

☐ YES ☐ NO

If yes, provide the date and disposition. A conviction will not automatically bar you from employment.

Are there other names under which employment and/or academic records have been filed?

REFERENCES

List at least 3 persons who have knowledge of your work experience and/or education.

(Do not include relatives, personal friends or immediate supervisors listed in the employment section.)

NAME

TITLE

ADDRESS

PHONE

EDUCATION

Provide complete information for current and past education. Begin with present or most recent college education.
Attach additional education history if necessary.

	High School/GED	College 1	College 2	College 3
Name				
City/State				
From				
To				
Graduate?	☐ YES ☐ NO	☐ YES ☐ NO	☐ YES ☐ NO	☐ YES ☐ NO
Degree				
Major/Minor				

TEACHING EXPERIENCE (for academic professionals only)

Community College

☐ Full Time ☐ Part Time ☐ N/A

Four-year College or University

☐ Full Time ☐ Part Time ☐ N/A

High School or Elementary

☐ Full Time ☐ Part Time ☐ N/A

Other educational setting

☐ Full Time ☐ Part Time ☐ N/A

If applying for a teaching position, you must provide copies of transcripts/credentials with application.

OTHER TRAINING/CERTIFICATIONS/SKILLS

Other Specialized or Technical Training Not Listed Above.

License, Certifications and Registrations Not Listed Above.

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

EMPLOYMENT HISTORY

Provide complete information for all current and past employment. Begin with present or most recent employment.

Attach additional employment history if necessary.

Company Name _____

Address _____

Phone _____

Supervisor _____

Position Held _____

Starting Salary _____

Final Salary _____

May we contact this employer for reference? ☐ YES ☐ NO

If no, explain _____

From _____

To _____

Duties _____

Reason for Leaving _____

Company Name _____

Address _____

Phone _____

Supervisor _____

Position Held _____

Starting Salary _____

Final Salary _____

May we contact this employer for reference? ☐ YES ☐ NO

If no, explain _____

From _____

To _____

Duties _____

Reason for Leaving _____

Company Name _____

Address _____

Phone _____

Supervisor _____

Position Held _____

Starting Salary _____

Final Salary _____

May we contact this employer for reference? ☐ YES ☐ NO

If no, explain _____

From _____

To _____

Duties _____

Reason for Leaving _____

Please explain any breaks or periods of unemployment in your employment history:

From _____ To _____ Reason _____

From _____ To _____ Reason _____

From _____ To _____ Reason _____

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....

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

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

- *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 type of work environment.*

DISCLAIMER AND SIGNATURE

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_____Date_____

Pratt Community College is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, age or veteran status 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 Human Resources, Pratt Community College, 348 NE SR 61, Pratt, KS 67124 or call 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 Director of Human Resources

*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.

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 | _____ |
| ☐ Employee | Name of Publication |
| ☐ Relative | |
| ☐ PCC Website | |
| ☐ Other website | |

Date completed _____