Northwest State Community College

22600 State Route 34
Archbold, OH 43502

APPLICATION FOR EMPLOYMENT

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, handicap or veteran status.

IDENTIFICATION Application Date

Name:
(Last) (First) (M.I.)

Address:
(Street) (City) (State) (Zip)

Telephone:
(Day) (Evening) (E-mail)

Position Desired

How did you hear about this position? ☐ Website ☐ Classified Ad ☐ Other _____

Do you have any relatives currently working for the College: _____Yes/No If yes who: _____

Are you able to provide documentation of legal authorization to work in the United States?
☐ Yes ☐ No

AVAILABILITY – Desired schedule (please check all that apply):

☐Full-time; year-round ☐ Part-time; year-round

☐ Full-time; 9-10 months/year ☐ Part-time; 9-10 months/year

If seeking part-time employment, what number of hours per week can you work?

EDUCATION RECORD – Please indicate highest completed in each category:

High School
Diploma or GED?
☐ Yes ☐ No

College
1 ☐ 2 ☐ 3 ☐ 4 ☐

Graduate School
1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐

COLLEGE		Major	Credits Earned or Degree Conferred
Name Address			
Name Address			
Name Address			

BUSINESS, TRADE, or VOCATIONAL SCHOOL		License or Certificate
Name Address		
Name Address		

EMPLOYMENT HISTORY - Please provide information for all employment within the past 10 years, starting with the most recent employer. **Do not substitute a resume for this section.** You may attach additional pages if necessary.

Dates of Employment	Employer	Job Title
	Address	Supervisor
to	Phone ( )	Final Salary
☐ Full-time	Reason for Leaving	
☐ Part-time	Major Duties:	
May we contact: yes__ no___		

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	Address	Supervisor
to	Phone ( )	Final Salary
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☐ Part-time	Major Duties:	
May we contact: yes__ no___		

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☐ Part-time	Major Duties:	
May we contact: yes__ no___		

SUPPLEMENTAL INFORMATION – Use this section to show evidence of meeting the qualifications for the position or providing information you would like to add for consideration.

General Job-Relevant Information:

Computer Hardware and/or Software; Other Tools and Equipment:

If you are applying for a position that **requires** a standard driver's license or a commercial driver's license to perform the essential duties of the job, please answer the following:

Do you currently have a valid standard Ohio driver's license?	☐ Yes	☐ No
Do you currently have a valid Ohio commercial driver's license?	☐ Yes	☐ No
Do you currently or have you had, in the last five (5) years, a driver's license from another state?	☐ Yes	☐ No
State:		
Has your driver's license been suspended or revoked within the last five (5) years?	☐ Yes	☐ No
Have you had any traffic violations or accidents in the past five (5) years?	☐ Yes	☐ No

Have you ever been convicted of or been found guilty, entered a guilty plea, or entered a plea of no contest to any felony or misdemeanor? If "yes" please describe the nature and dates of the offense(s). ☐ Yes ☐ No

(A conviction record will not necessarily bar employment. Factors such as your age at the time of the crime, seriousness of the crime, and nature of the crime in relation to the position are taken into consideration.)

Have you previously been employed by Northwest State? ☐ Yes ☐ No

If yes, please list:
Position:
Department:
Dates:

REFERENCES - List three professional/work references from positions held within the last ten years. References do not need to be presently working for that employer but can attest to your work record at the time.

Name	Company	Title/Position
	Address	Affiliation (Work Relationship)
	Phone ( )	No. of Years Known
	Email address	May we contact? ☐ Yes ☐ No
Name	Company	Title/Position
	Address	Affiliation (Work Relationship)
	Phone ( )	No. of Years Known
	Email address	May we contact? ☐ Yes ☐ No
Name	Company	Title/Position
	Address	Affiliation (Work Relationship)
	Phone ( )	No. of Years Known
	Email address	May we contact? ☐Yes ☐ No

The following statement is a part of the application. Read carefully before signing.

I certify that the answers I have made to all of the questions in this application are true and complete to the best of my knowledge. I understand that any material omission, misrepresentation or falsification of this information is sufficient cause for rejection of my application or termination of my employment.

I understand that Northwest State Community College operates under the “At-Will” doctrine for non-union employees. Under the “At-Will” doctrine employment may be terminated by employer or employee at any time and for any reason not prohibited by law

I understand that any offer of employment is conditional upon proof of legal authorization to work in the United States as required by the Immigration Reform and Control Act.

I hereby authorize representatives of Northwest State Community College to obtain background information about me including but not limited to verification of education, investigation of present and past employment, and review of criminal convictions. I release Northwest State Community College and its representatives from liability for seeking such information and all sources for furnishing such information.

☐ By checking the box at the left, I certify that I have read and agree with the above statements.

Applicant Signature _____ Date _____

Revised Jan 2015