



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.

<b>IDENTIFICATION</b>			Application Date: _____		
Name:	_____	_____	_____		
	(Last)	(First)	(M.I.)		
Address:	_____	_____	_____	_____	
	(Street)	(City)	(State)	(Zip)	
Telephone:	_____	_____	_____		
	(Day)	(Evening)	(Email)		

Position Desired: _____	Are you able to provide documentation of legal authorization to work in the United States?
How did you hear about this position? <input type="checkbox"/> NSCC Website <input type="checkbox"/> Indeed <input type="checkbox"/> Ohio Means Jobs <input type="checkbox"/> Classified Ad <input type="checkbox"/> Other	<input type="checkbox"/> Yes <input type="checkbox"/> No
If other: _____	

<b>AVAILABILITY</b> – Desired schedule (please check all that apply):	If seeking part-time employment, what number of hours per week can you work? _____
<input type="checkbox"/> Full-time; year-round	<input type="checkbox"/> Part-time; year-round
<input type="checkbox"/> Full-time; 9-10 months/year	<input type="checkbox"/> Part-time; 9-10 months/year

<b>EDUCATION RECORD</b> – Please indicate highest completed in each category:			
<b>High School</b> Diploma or GED? <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>College</b> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	<b>Graduate School</b> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/>	
<b>HIGHSCHOOL</b>			
Name:	_____		
Address:	_____		
<b>COLLEGE</b>		Major	Credits Earned or Degree Conferred
Name:	_____	_____	_____
Address:	_____	_____	_____
Name:	_____	_____	_____
Address:	_____	_____	_____
<b>BUSINESS, TRADE, or VOCATIONAL SCHOOL</b>		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:
From	Address:	Supervisor:
To	Phone:	Final Salary:
	Reason for Leaving:	
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Major Duties:	

Dates of Employment	Employer:	Job Title:
From	Address:	Supervisor:
To	Phone:	Final Salary:
	Reason for Leaving:	
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Major Duties:	

Dates of Employment	Employer:	Job Title:
From	Address:	Supervisor:
To	Phone:	Final Salary:
	Reason for Leaving:	
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Major Duties:	

Dates of Employment	Employer:	Job Title:
From	Address:	Supervisor:
To	Phone:	Final Salary:
	Reason for Leaving:	
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Major Duties:	

**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 violation or accidents in the past five (5) years?  Yes  No

Have you previously been employed by Northwest State?  Yes  No

If yes, please list:

Position: \_\_\_\_\_

Department: \_\_\_\_\_

Dates: \_\_\_\_\_

**REFERENCE – List three professional/work references from positions held within the last ten years.**

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. Employer or employee may terminate employment at any time 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 \_\_\_\_\_