

## HOW TO COMPLETE AN EMPLOYMENT APPLICATION

1. Visit [www.kirkwood.edu/employment](http://www.kirkwood.edu/employment)
2. Select an opening type; Full Time, Part Time, Adjunct or Hotel.

[Home](#) > [Employment Opportunities](#)

### Employment Opportunities

#### Job Seekers

#### Career Opportunities at Kirkwood Community College

[Full-time Openings](#)

[Part-Time Openings](#)

[Adjunct Openings](#)

[Hotel at Kirkwood Center Openings](#)

[Internal Openings](#)

#### Students

[Work-Study Program](#)

3. Click the Position Title to view the job description and other details about the position.

[Home](#) > [Employment Opportunities](#) > [Current Openings](#)

### Employment Opportunities

#### Full Time Openings

Position Title	Department	Classification
<a href="#">Department Coordinator</a>	Business and Information Technology	Administrative/Professional
<a href="#">Guest Room Attendant</a>	The Hotel at Kirkwood Center	Hotel Full Time
<a href="#">Instructional Designer</a>	Institutional Effectiveness / Research	Technical
<a href="#">Literacy/HSED Instructor, Anamosa State Penitentiary</a>	Secondary Programs	Administrative/Professional
<a href="#">Pathway Navigator Specialist</a>	Skills To Employment	Administrative/Professional
<a href="#">Small Business Development Center Regional Director</a>	Continuing Education & Training Services	Administrative/Professional
<a href="#">Truck Driving Instructor</a>	Continuing Education & Training Services	Administrative/Professional

4. To begin the application process, click “Click Here to Apply”

[Home](#) > [Employment Application](#) > [Position Details](#)

### Employment Application

**DATE:** 09/04/2013

**POSITION TITLE:** Department Coordinator [Click here to apply](#)

**CLASSIFICATION:** Administrative/Professional

**DEPARTMENT:** Business and Information Technology

**REPORTS TO:** Dean

**GENERAL JOB SUMMARY:**

Under minimal supervision from the Dean, the Department Coordinator will be expected to carry out various duties associated with the everyday operation of the department and programs provided.

**ESSENTIAL DUTIES/RESPONSIBILITIES**

- Assist in the planning, development and coordination of course schedules.
- Advise and register new and returning students.
- Represent and market department during TGIF and new student orientation.
- Assist in the preparation and submission of all reports and studies that are required from the department.

- To create a Login, complete the fields then click **“Submit”**  
OR click **“Click Here”** to Login if you have already created an account.

**Create a Login**

Already have a login? [Click Here](#) ←

**First Name:**

**Last Name:**

**Please choose a username:** (6 - 10 characters)

**Password:** (6-10 characters)

**Confirm Password:**

Providing an email address will allow us to communicate with you and also help recover your login information, if lost at a later date.

**Email Address:**

**Confirm Email Address:**

- To Login, enter username and password, and then click **“Submit”** to log-in to the site.

**Login to your Kirkwood Application**

**Username:**

**Password:**

- You should see the position you selected listed. Incomplete applications for other currently open positions will also be listed here. Click on the **position link** to continue to the application.

Electronic Application		<a href="#">Logout</a>
Welcome, Johnny. You have 4 incomplete application(s). Please select an application to complete or visit the <a href="#">Employment Opportunities</a> page.		
Position	Status	
<a href="#">Adjunct Clinical Instructor, Nursing</a>	Incomplete	<a href="#">Cancel</a>
<a href="#">Guest Room Attendant</a>	Incomplete	<a href="#">Cancel</a>
<a href="#">Pathway Navigator Specialist</a>	Incomplete	<a href="#">Cancel</a>
<a href="#">Department Coordinator</a>	Incomplete	<a href="#">Cancel</a>

A disclaimer will appear. Please read the information carefully and click the **“OK Continue”** link when ready.

**Before you begin your application for employment at Kirkwood**

Thank you for applying for employment at Kirkwood Community College. Please read the following information carefully before beginning the application process.

The position you are applying for requires a resume to be attached before your application can be marked complete. Any of the following formats is acceptable. If you are applying for a faculty position, an unofficial copy of your transcripts will be required as well. Microsoft Word (.doc / .docx), Adobe PDF (.pdf), Rich Text Format (.rtf), Corel Word Perfect (.wpd), Microsoft Works (.wps), HTML (.html / .htm), Text (.txt), Image File (.jpg / .gif / .png) Please have your documents in one of these formats before starting the application process.

At the end of the application process, you will have the opportunity to review and make changes, if necessary, before submitting your application. You will be able to print your application at the end of the process. However, once your application has been submitted, you will not be able to go back and make changes or attach / modify supporting documentation.

The hiring process may take an extended period of time (approximately 30-60 days from posting to hire), depending on the position, so we ask that you be patient and do not call to follow up on your application. If you are selected for an interview, you will be contacted by the hiring department directly. We encourage you to take your time to complete the application. Thank you for choosing Kirkwood!

The employment application is broken up into 7 individual steps. You will find the position title, minimum requirements and other options at the top of each step.

**Kirkwood Employment Application - Welcome, Mister** [Logout](#) [Return to the menu](#)

Please read the **Minimum Requirements** carefully before submitting your application. Your application will be given consideration for the position only if you meet the minimum requirements.

**Position Title:** [Department Coordinator](#) (click to view details) | App # 33390 [Cancel this Application](#)

**Minimum Requirements:** **MINIMUM QUALIFICATIONS FOR EDUCATION AND EXPERIENCE:**

- Completion of bachelor's degree
- 3 Years related experience

**PREFERRED QUALIFICATIONS, LICENSES, CERTIFICATIONS, OR REGISTRATIONS:**

- Experience in a higher education setting working with students

### 8. Step 1: Personal Information

Complete fields, then click "Save and Continue"

**Step 1 - Personal Information**

Courtesy Title:\*

Last Name:\*  First Name:\*  Middle Name:

Street:\*

Street (cont):

City:\*

State/Province:\*   5 digit Zip:

Country:\*

Day Phone:\*  Evening Phone:\*

Email:

### 9. Step 2: Employment Experience

Complete fields, then click "Save and Continue"

**Step 2 - Employment Experience**

**Enter your employment history, beginning with the most recent or current employer.**  
\*Part-time: List total hours worked per week.

Employer Name:* <input type="text" value="Test Employer Name"/>	Start - End Date:* <input type="text" value="04/99"/> - <input type="text" value="06/99"/> MM/YY
Address:* <input type="text" value="2233 1st Ave SW Cedar Rapids, IA 52403"/>	
Title of Position:* <input type="text" value="Job Title"/>	Full or Part-time:* <input type="text" value="Full"/> <input type="button" value="v"/> Part-time hours: <input type="text" value="1"/>
Supervisor's Name:* <input type="text" value="Mr. Supervisor"/>	Reason for Leaving:* <input type="text" value="Please explain."/>
Beginning Salary:* <input type="text" value="10000"/>	Ending Salary:* <input type="text" value="12000"/>
Employer Name: <input type="text" value="Test Employer Name 2"/>	Start - End Date: <input type="text" value="06/99"/> - <input type="text" value="09/07"/> MM/YY
Address: <input type="text" value="SW Cedar Rapids, IA 52403"/>	
Title of Position: <input type="text" value="Job Title 2"/>	Full or Part-time: <input type="text" value="Full"/> <input type="button" value="v"/> Part-time hours: <input type="text"/>
Supervisor's Name: <input type="text" value="Mrs. Supervisor"/>	Reason for Leaving: <input type="text" value="Please explain."/>
Beginning Salary: <input type="text" value="10000"/>	Ending Salary: <input type="text" value="13000"/>
Employer Name: <input type="text"/>	Start - End Date: <input type="text"/> - <input type="text"/> MM/YY
Address: <input type="text"/>	
Title of Position: <input type="text"/>	Full or Part-time: <input type="text" value="Full"/> <input type="button" value="v"/> Part-time hours: <input type="text"/>
Supervisor's Name: <input type="text"/>	Reason for Leaving: <input type="text"/>
Beginning Salary: <input type="text"/>	Ending Salary: <input type="text"/>
Total years of job-related experience: <input type="text" value="1"/>	
May we contact current or previous employers? <input checked="" type="checkbox"/> Current <input checked="" type="checkbox"/> Previous	
I am eligible to work in the United States:* <input checked="" type="radio"/> Yes <input type="radio"/> No	
<input type="button" value="Save and Continue"/> <input type="button" value="Reset"/>	

### 10. Step 3: Education and Training

Complete fields, then click "Save and Continue"

**Step 3 - Education / Training**

Please enter your Educational history, beginning with the most recent, one row is required.

Institution*	Location (City, State)*	Major*	Award/Degree*	Dates of Attendance*
U of I	Iowa City, IA	Major	BA	02/10 - 02/12 MM/YY
Kirkwood	Cedar Rapids, IA	Major	AA	02/07 - 02/09 MM/YY
High School	Cedar Rapids, IA	N/A	Diploma	01/01 - 01/05 MM/YY

List any special training you have received (not listed above).

Institution	Course or Program	Credit Earned	Dates of Attendance

Please list any certifications or licensures you may have.

**Save and Continue**

### 11. Step 4: Professional References

Complete fields, then click "Save and Continue"

**Step 4 - Professional References**

List three persons qualified to answer questions concerning past employment and/or educational experience.

Name:*	Position:*	Address:*	Phone:*
Person One	Supervisor	123 J Ave SW Cedar Rapids, IA	319-319-3199
Person Two	Manager	244 Any St SE Cedar Rapids, IA	319-319-3245
Person Three	Professor	765 42nd Ave Anytown, IA	515-225-3131

If you have any relatives working for Kirkwood, please state their name and relationship to you.

Relative name:  Relationship:

**Save and Continue**

### 12. Step 5: Additional Information / Credentials / Work Experience / Availability

Step 5 questions vary by position classification. Complete fields, then click "Save and Continue"

#### Administrative / Professional / Faculty

**Step 5 - Additional Education Information**

\* One quarter hour credit equals 2/3 semester hours credit

	Major Field	Semester Hours	Minor Field	Semester Hours
Undergraduate	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Graduate	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Total degree and semester hours completed: (select one)**

Associate degree
  Educational Specialist degree  
 Bachelors degree plus  semester hours
  Doctorate degree  
 Masters degree plus  semester hours
  Other - please specify:

In addition to completing this application, you should provide a copy of your college transcripts (unofficial copies are acceptable at this point). Upon receipt of a conditional offer of employment, you must provide a complete original transcript of credits.

If you expect to complete any of the steps referred to above, please give dates and other pertinent information:

## Technical

**Step 5 - Technical Application - Work Experience / Skills**

Please list below those specialized skills and abilities you possess which would enable you to perform the duties of the position for which you are applying. Also indicate the type (manufacturer and model, if known) of equipment or machinery with which you have experience including computer hardware and software programs

Discuss your perception of the technical changes taking place in your specialized area and their implications for that field:\*

Describe past experiences or interests that would contribute to your success in this positions:\*

[Save and Continue](#) [Reset](#)

## Hotel / Part Time

**Step 5 - Availability**

**When are you available to work?**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<input type="checkbox"/> Anytime	<input type="checkbox"/> Anytime	<input type="checkbox"/> Anytime	<input type="checkbox"/> Anytime	<input type="checkbox"/> Anytime	<input type="checkbox"/> Anytime	<input type="checkbox"/> Anytime
<input type="checkbox"/> A.M. Shift	<input type="checkbox"/> A.M. Shift	<input type="checkbox"/> A.M. Shift	<input type="checkbox"/> A.M. Shift	<input type="checkbox"/> A.M. Shift	<input type="checkbox"/> A.M. Shift	<input type="checkbox"/> A.M. Shift
<input type="checkbox"/> P.M. Shift	<input type="checkbox"/> P.M. Shift	<input type="checkbox"/> P.M. Shift	<input type="checkbox"/> P.M. Shift	<input type="checkbox"/> P.M. Shift	<input type="checkbox"/> P.M. Shift	<input type="checkbox"/> P.M. Shift
<input type="checkbox"/> Overnight	<input type="checkbox"/> Overnight	<input type="checkbox"/> Overnight	<input type="checkbox"/> Overnight	<input type="checkbox"/> Overnight	<input type="checkbox"/> Overnight	<input type="checkbox"/> Overnight

[Save and Continue](#) [Reset](#)

### 13. Step 6: Upload Resume / Cover Letter (Optional) / Unofficial Transcripts

Hotel Full Time, Hotel Part Time and Part Time positions do not require a resume. You may upload a resume and cover letter if you wish.

**Section 6 - Upload Resume / Cover Letter**

Please upload a copy of your resume and cover letter.

Cover letter:  [Browse...](#) Resume:  [Browse...](#)

[Save and Continue](#) [Reset](#)

Administrative/Professional, Technical positions require a resume.

**Section 6 - Upload Resume / Cover Letter**

Please upload a copy of your resume and cover letter.  
**Required: Resume.**

Cover letter:  [Browse...](#) Resume:  [Browse...](#)

[Save and Continue](#) [Reset](#)

Faculty positions require a resume and an unofficial transcript.

**Section 6 - Upload Resume / Cover Letter**

Please upload a copy of your resume, cover letter and unofficial transcripts.  
**Required: Resume and unofficial transcript.**

Cover letter:  [Browse...](#) Resume:  [Browse...](#)  
Transcript:  [Browse...](#) Transcript:  [Browse...](#)

[Save and Continue](#) [Reset](#)

#### 14. Step 7: Final Review- Application not yet submitted

- Read the Terms of Application and EEO/AA Information.
- Select from the drop-down menu how you heard about this position (where you saw the job advertised).
- Review each section one last time for accuracy and make any changes, if necessary.
- To edit a section, click “**(Edit)**” next to the section header to make changes.
- Once the application is submitted you will **NOT** be able to log back in and change anything or attach additional documents so make sure you are ready to submit it before you click the button.
- Click “**I Agree/Submit My Application**” if you are ready to submit your application.

**Final Review - Application not yet submitted**

Your application information has been saved but not yet submitted. Please review the information below and click the "Submit Application" button to complete the application process. If you need to make a change to one of the sections, please click the on the edit link for that section.

**Terms of Application**  
I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that falsified statements on this application shall be grounds for not employing me or, if employed, shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning academic history, previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.

I understand and agree that, if hired and depending upon the position I am hired for, my employment may be terminable at will, regardless of the date of payment of my wages and salary, by either party at any time.

I also understand that an offer of employment is conditioned upon the completion of a satisfactory background check which may include but is not limited to the following: criminal, child abuse registry, and a department of transportation (DOT) driving record (if a driver's license is required for the position applied). I also understand that before any conditional offer of employment is forwarded by Kirkwood Community College, all prospective employees must sign a waiver and release form which gives permission to Kirkwood Community College to conduct: 1) Release of Criminal History Records Check, 2) Release of Child Abuse Registry Check, 3) a Driver's Record Check, 4) education verification and 5) background information. In addition a physical examination is required for positions including but not limited to; custodial maintenance, grounds and farm workers.

Kirkwood Community College is a tobacco free environment.

Employment at Kirkwood Community College is contingent on participation in direct deposit of payroll related wages.

**EEO/AA Information**  
Kirkwood Community College declares and affirms to its students, employees and to the public that it does not discriminate on the basis of sex, race, color, creed, religion, national origin, age, disability, sexual orientation, or marital status in its educational programs, activities, admission procedures or employment practices. The College affirms its commitment to comply with all applicable federal and state laws, regulations and orders.

Any person who believes that he/she has been the recipient of a discriminatory act may file a complaint with the EEO/AA Officer, Michael Roberts, at (319)398-7797

Where did you first see this position posted?\*

-Please Choose-

**I Agree / Submit My Application**

15. Upon submitting your application an email will be sent to the address provided and the following screen will appear.

**Kirkwood Employment Application - Welcome, Mister [Logout](#) [Return to the menu](#)**

We have received your application. All positions are open for 5 days before they are made available to the search committee. The hiring process may take an extended period of time (approximately 30-60 days from posting to hire), depending on the position, so we ask that you be patient and do not call to follow up on your application. If you are selected for an interview, you will be contacted by the hiring department directly. Thank you for choosing Kirkwood!

[Click here to print a version of your application](#)

Thank you for your application. The next step in the application process is participation in a Voluntary, Self-Identification Survey for Affirmative Action and Equal Employment Opportunity purposes. Your answers will be kept separate from your employment application and will not impact your employment application. We appreciate your participation.

[Click here to take the Self-Identification Survey](#)