

# Application for Employment

\_\_\_\_\_ Date

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip

Daytime telephone \_\_\_\_\_ Evening telephone \_\_\_\_\_

Email address \_\_\_\_\_

Indicate Preference: Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Social Security No. (optional) \_\_\_\_\_

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

**Employment Experience:**  
**(List beginning with current or most recent; attach additional sheet if necessary)**

Employer and Address:	Dates:
Title of Position:	Full-time/Part-time*:
Supervisor's Name:	Reason for Leaving:
Beginning Salary:	Ending Salary:

Employer and Address:	Dates:
Title of Position:	Full-time/Part-time*:
Supervisor's Name:	Reason for Leaving:
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Employer and Address:	Dates:
Title of Position:	Full-time/Part-time*:
Supervisor's Name:	Reason for Leaving:
Beginning Salary:	Ending Salary:

\*Part-time: list total hours worked per week

Total number of years of job-related experience: \_\_\_\_\_

May we contact previous or current employers? Present \_\_\_\_\_ Previous \_\_\_\_\_

**Education:**

Formal education (List beginning with most recent)

Institution	Location	Major	Award/degree	Dates of attendance

**Special training not listed above:**

Institution	Course or Program	Credit Earned	Dates of attendance

**Professional references:** List persons qualified to answer questions concerning past employment and/or educational experience.

Name	Position	Address	Telephone

1. Do you have any relatives working for Kirkwood? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, who \_\_\_\_\_ If yes, relationship \_\_\_\_\_

2. Have you ever been convicted of a crime other than a misdemeanor? Yes \_\_\_\_\_ No \_\_\_\_\_

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 for 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.

Return Application to:  
**Human Resources Office**  
**Kirkwood Community College**  
**6301 Kirkwood Blvd. SW**  
**P.O. Box 2068**  
**Cedar Rapids, IA 52406**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (must be written in ink)

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.