

Application for Employment



**Western Iowa Tech
Community College**
4647 Stone Avenue, P.O. Box 5199
Sioux City, Iowa 51102-5199
(712) 274-6400
Fax (712) 274-6412
hr@witcc.edu

Position(s) applied for: _____

Date of Application: _____

Please complete application in full and answer all questions completely. Type or print legibly. Indicate N/A if not applicable. Do not indicate "See Resume." A resume may be attached to provide additional information. Incomplete applications may not be given consideration for employment.

Personal Information

Name _____
Last First Middle

Address _____
Street/P.O. Box City State Zip

Telephone #: Home (_____) _____ Work (_____) _____ Ext. _____

E-mail or Fax, if available: _____ Mobile/Beeper/Other Phone #: (_____) _____

Social Security Number: _____

May we contact you at work? Yes No If yes, best time _____ A.M. P.M.

Type of employment desired? Full-time Part-time Temporary Seasonal

Have you previously been employed at Western Iowa Tech Community College? Yes No

If yes, when? _____ What position? _____

Are you related to anyone now employed by Western Iowa Tech Community College? Yes No

If yes, provide name and relationship: _____

Are you legally authorized to work in the United States?* Yes No

**As required by federal law, Western Iowa Tech will hire only United States citizens and aliens authorized to work in the United States. All new employees will be required to complete an "Employment Eligibility Verification" [Form I-9] and produce requested documentation after employment.*

Will you work overtime if required? Yes No Will you travel if job requires it? Yes No

Have you ever been convicted of, or pleaded guilty or "no contest" to, or received a deferred judgment or suspended sentence relating to any felony, misdemeanor, or other criminal offense excluding minor traffic violations? Yes No

Do you currently have criminal charges pending for any felony, misdemeanor, or other criminal offense excluding minor traffic violations? Yes No

If you answered "yes" to either of these questions, briefly explain the conviction(s) and/or the pending charges. A "yes" response to either question will not automatically disqualify you from employment.

Military or other war service in the Armed Forces of the United States

Please give inclusive dates, branch of service, and final rank. Iowa Veteran's Preference Law applies to honorably discharged persons who served in the military or naval forces of the U.S. in certain specified periods of time.

Active _____

Reserve _____

Do you have a valid driver's license? Yes No
Has your driver's license ever been suspended or revoked? Yes No
Have you been involved in a traffic accident or been cited for a traffic violation at any time in the previous five years? Yes No
Has your automobile insurance ever been canceled or have you ever been rejected for automobile insurance? Yes No
If you answered "yes" to any of these previous questions, please briefly explain: (A "yes" response will not automatically disqualify you from employment.)

Employment History

**This section must be completed; do not refer to resume.*

Provide the following information for your past and current employers, assignments, or volunteer activities, starting with the most recent (use additional sheets if necessary). Explain any gaps in employment in comments section below.

EMPLOYER	TELEPHONE ()	DATES EMPLOYED FROM TO	SUMMARIZE THE TYPE OF WORK PERFORMED AND THE JOB RESPONSIBILITIES
ADDRESS	CITY, STATE, ZIP		
JOB TITLE	EMPLOYED: <input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME	STARTING SALARY	
IMMEDIATE SUPERVISOR AND TITLE		\$ PER	
REASON FOR LEAVING		FINAL SALARY	
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER		\$ PER	
EMPLOYER	TELEPHONE ()	DATES EMPLOYED FROM TO	SUMMARIZE THE TYPE OF WORK PERFORMED AND THE JOB RESPONSIBILITIES
ADDRESS	CITY, STATE, ZIP		
JOB TITLE	EMPLOYED: <input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME	STARTING SALARY	
IMMEDIATE SUPERVISOR AND TITLE		\$ PER	
REASON FOR LEAVING		FINAL SALARY	
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER		\$ PER	
EMPLOYER	TELEPHONE ()	DATES EMPLOYED FROM TO	SUMMARIZE THE TYPE OF WORK PERFORMED AND THE JOB RESPONSIBILITIES
ADDRESS	CITY, STATE, ZIP		
JOB TITLE	EMPLOYED: <input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME	STARTING SALARY	
IMMEDIATE SUPERVISOR AND TITLE		\$ PER	
REASON FOR LEAVING		FINAL SALARY	
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER		\$ PER	
EMPLOYER	TELEPHONE ()	DATES EMPLOYED FROM TO	SUMMARIZE THE TYPE OF WORK PERFORMED AND THE JOB RESPONSIBILITIES
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REASON FOR LEAVING		FINAL SALARY	
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER		\$ PER	
EMPLOYER	TELEPHONE ()	DATES EMPLOYED FROM TO	SUMMARIZE THE TYPE OF WORK PERFORMED AND THE JOB RESPONSIBILITIES
ADDRESS	CITY, STATE, ZIP		
JOB TITLE	EMPLOYED: <input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME	STARTING SALARY	
IMMEDIATE SUPERVISOR AND TITLE		\$ PER	
REASON FOR LEAVING		FINAL SALARY	
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER		\$ PER	

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

From _____ to _____ Reason _____

From _____ to _____ Reason _____

From _____ to _____ Reason _____

Educational Background

HIGH SCHOOL DIPLOMA/GED: <input type="checkbox"/> YES <input type="checkbox"/> NO NAME OF SCHOOL: _____ LOCATION: _____			
NAME AND LOCATION OF COLLEGES OR UNIVERSITIES ATTENDED (LIST MOST RECENT FIRST)	DATES ATTENDED	LIST DEGREE OR DIPLOMA AWARDED & DATE RECEIVED	MAJOR/MINOR

Skills and Qualifications

List all valid professional licenses, occupational certificates, registrations, etc., you hold. Include the licensure/certification/registration number, state of issuance, and date of expiration. If your licensure/certification/registration has ever been suspended or revoked, please explain briefly.

Include other employment skills, special training, or related courses that you would like considered as part of your application.

Describe significant contributions and achievements, including publications or awards, in professional and/or civic activities that you would like considered as part of your application.

List any volunteer work/experiences that you would like considered as part of your application.

Briefly explain why you want to work for Western Iowa Tech Community College and what you will bring to the position. (Attach an additional sheet if needed.)

References

Professional references (do not include immediate supervisors listed in employment section):

_____	_____	_____	_____	_____
Name	Organization	Address		
_____	(_____)	_____	_____	_____
Title	Phone	City	State	Zip

_____	_____	_____	_____	_____
Name	Organization	Address		
_____	(_____)	_____	_____	_____
Title	Phone	City	State	Zip

_____	_____	_____	_____	_____
Name	Organization	Address		
_____	(_____)	_____	_____	_____
Title	Phone	City	State	Zip

Referral Source:

Website Advertisement Employee Relative Government Employment Agency Walk-in

Other _____ Name of source (if applicable) _____

Employment Application Provisions

Western Iowa Tech Community College, Sioux City, Iowa, does not discriminate on the basis of race, creed, color, gender, national origin, religion, age, disability, sexual orientation, gender identity or veteran status or other protected basis in any of its policies, procedures, or practices. This nondiscrimination policy covers admissions, access, and treatment in the College's programs and activities, and application for and treatment in employment. The College is an affirmative action/equal opportunity employer.

Inquiries regarding the College's equal opportunity policies may be directed to the Affirmative Action/EEO and Title IX Compliance Officer, Western Iowa Tech Community College, 4647 Stone Avenue, P.O. Box 5199, Sioux City, Iowa 51102-5199 (Phone 712-274-6400). In addition, inquiries may be directed to the Sioux City Human Rights Commission, the Iowa Civil Rights Commission, and the Equal Employment Opportunity Commission.

I hereby consent to the College verifying all the information I have provided on this Application form. I also agree, as a condition of employment or continued employment, for the College to obtain access to and copies of records pertaining to this information, including, but not limited to, a check of my criminal history. I hereby release and discharge the College and any other person, firm, agency, or corporation from any and all claims which I may ever have or claim to have relating to information provided to the College as part of my Application for Employment.

I hereby certify that the statements made by me in this Application and all related information which I have provided are true, accurate and complete to the best of my knowledge. I understand that if I provide any false, inaccurate, or incomplete information, I will not be eligible for employment, or, if I am hired, I will be subject to disciplinary action or dismissal regardless of the date on which the College discovers the violation of its policy regarding application form dishonesty.

I understand that the College has a Smoke-Free and Tobacco-Free Environment Policy, and I agree to comply with this policy.

I understand that, if an employment relationship is established and a written contract is entered into between the College and me, the College can terminate my employment pursuant to the terms of the contract and Iowa law. If an employment relationship is established and no written contract is entered into between the College and me, I will be considered an employee at will and my employment relationship can be terminated by either the College or me at any time and for any reason.

If you are applying online, check here to indicate you have read or understood the above statements and to confirm your electronic signature.

Date _____ Signature of Applicant _____



WESTERN IOWA TECH COMMUNITY COLLEGE

EMPLOYMENT POLICY STATEMENT

Western Iowa Tech embraces the concept of nondiscrimination in all areas of human and personnel relations. Equal opportunity in recruitment, in employment, and in advancement is guaranteed students, potential students, applicants for employment, and all college personnel regardless of race, creed, color, gender, national origin, religion, age*, disability, sexual orientation, gender identity or other protected basis as defined by law.

*Within areas covered by federal law or regulations.

EQUAL EMPLOYMENT OPPORTUNITY SURVEY

The following information is necessary for Western Iowa Tech to evaluate its hiring practices and to prepare reports requested by law for the state and federal government. The information will be confidential and will not be used to make a decision about your employment. Your cooperation by providing the information on a voluntary basis will be appreciated.

Date: _____

POSITION APPLIED FOR _____

NAME [including former name(s)] _____
Last First Middle Former

BIRTH DATE ____/____/____ SOCIAL SECURITY NO. ____/____/____

SEX: Male _____ Female _____

ETHNICITY	DISABILITY	MILITARY STATUS (please check all that apply)
<input type="checkbox"/> Hispanic/Latino	<input type="checkbox"/> Not Disabled	<input type="checkbox"/> Disable Veteran Other Than Vietnam
<input type="checkbox"/> Non Hispanic/Latino	<input type="checkbox"/> Ambulatory/Mobility	<input type="checkbox"/> Non-Veteran
	<input type="checkbox"/> Visual	<input type="checkbox"/> Veteran Other Than Vietnam
RACE	<input type="checkbox"/> Hearing	<input type="checkbox"/> Disabled Veteran Vietnam Era
<input type="checkbox"/> American/Alaska Native	<input type="checkbox"/> Mental/Psychological	<input type="checkbox"/> Spouse of Deceased Veteran
<input type="checkbox"/> Asian	<input type="checkbox"/> Multiple Handicaps	<input type="checkbox"/> Vietnam Era Veteran
<input type="checkbox"/> Black or African American	<input type="checkbox"/> Other	
<input type="checkbox"/> Hawaiian/Pacific Islander		
<input type="checkbox"/> White		

Western Iowa Tech Community College, Sioux City, Iowa, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 (45 CFR86), Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act, does not discriminate on the basis of race, creed, color, gender, national origin, religion, age*, disability, sexual orientation, gender identity or other protected basis as defined by law in any of its policies, procedures, or practices; nor does the College, in compliance with the Age Discrimination in Employment Act of 1967 and Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, discriminate against any employee or applicants for employment on the basis of age or because they are disabled veterans or veterans of the Vietnam Era. This nondiscrimination policy covers admissions, access, and treatment in the College's programs and activities, and application for and treatment in district employment.

In conformance with College policy and pursuant to Executive Order 11246 and 11375, Section 503 of the Rehabilitation Act of 1973, and Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, the college is an affirmative action/equal opportunity employer.

Inquiries regarding the College's equal opportunity policies may be directed to the Affirmative Action/EEO and Title IX Compliance Officer, Western Iowa Tech Community College, 4647 Stone Avenue, P.O. Box 5199, Sioux City, Iowa 51102-5199 (Phone 712-274-6400). In addition, inquiries may be directed to the Sioux City Human Rights Commission, 355 Orpheum Electric Building, Sioux City, Iowa 51102; the Iowa Civil Rights Commission, 211 East Maple Street, Des Moines, Iowa 50319; the Director of the Office of Civil Rights, Department of Labor, Washington, DC 20201.