



# Allen Community College

## Application for Employment

Type or Print (Do not say see resume)

### *Personal Information*

Last name	First	Middle	Date
Street Address			Home Phone
City, State, Zip			Business Phone
Social Security Number			Pay Expected
Have you ever applied for employment with us? ____ Yes ____ No If yes: Month and Year:		For what position are you applying:	
Are you applying for full-time work: ____ or part-time work: ____			
Are you legally eligible for employment in the United States?		When will you be available to begin work?	
Other special training or skills:			
How did you learn of our organization and this opening?			

### *Education*

College or University	Name and Location of School	Course of Study	Years Attended	Did you Graduate?	Degree or Diploma received
Undergraduate					
Undergraduate					
Graduate					
Doctorate					
Certificates held					

Classes you could teach for Allen County Community College in Extended Day or Outreach Programs. List in order of preference.

\_\_\_\_\_

\_\_\_\_\_

The information provided in this Application for Employment is true, correct and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal.

I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.

If you decide to engage an investigative consumer-reporting agency to report on my credit and personal history I authorize you to do so. If a report, is obtained you must provide, at my request, the name and address of the agency so I may obtain from them the nature and substance of the information contained in the report.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

## *Employment*

Last three positions. Please give accurate, complete full-employment record. Start with present or most recent employer.

1.

Company Name	Telephone
Address	Employed (Month and Year) From                      To
Name of Supervisor	Yearly Salary Start                      Last
State Job Title and Describe Your Work	Reason for Leaving

2.

Company Name	Telephone
Address	Employed (Month and Year) From                      To
Name of Supervisor	Yearly Salary Start                      Last
State Job Title and Describe Your Work	Reason for Leaving

3.

Company Name	Telephone
Address	Employed (Month and Year) From                      To
Name of Supervisor	Yearly Salary Start                      Last
State Job Title and Describe Your Work	Reason for Leaving

We may contact the employers listed above unless you indicate those you do not want us to contact.

**Do not contact** : Employer Number(s) \_\_\_\_\_ Reason \_\_\_\_\_

### *References*

Name	Title	Phone
_____		
_____		
_____		