



SOUTHWESTERN COMMUNITY COLLEGE

Employment Application

It is the policy of Southwestern Community College to afford Equal Opportunity to all employees and applicants for employment without regard to race/color, national origin, religion/creed, age, marital status, disability, sex, veteran status, sexual orientation, gender identity or associational preference, or any other characteristic protected by federal, state or local law.

Applications should be sent to: Director of Human Resources, Southwestern Community College, 1501 West Townline Street, Creston, IA 50801. This application will remain on file for six months unless stated otherwise.

Please Print or Type

Name (Last)	(First)	(Middle)	Date
Present Address (Street)	Apt/RFD/Lot #	Home Phone	Cell Phone
City/State/Zip Code			Email address
1. Are you legally eligible to work in the United States? Proof of identity and citizenship or immigration status is required upon employment.			<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Have you ever been convicted of a crime other than a simple misdemeanor? If yes, please explain: _____ <i>A conviction will not automatically disqualify you for this position. Individuals recommended for employment are subject to criminal background checks.</i>			<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Have you ever applied for employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, month and year ____ ____		Have you previously worked for SWCC? Employment dates: _____	Date available for employment:
4. Position Desired: _____ <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time			Pay expected:
5. How did you learn of our organization/job opening?			

PERSONAL

EDUCATION

School	Name & mailing address of schools attended	Major/minor Course of study	Did you graduate? Degree or diploma
College University Graduate			Yes / No
Undergraduate			Yes / No
Vocational or Business School			Yes / No
			Yes / No
High School			Grad Yes / No GED Yes / No
Other - Include courses taken or now taking			

List your last three (3) employers, assignments or volunteer activities, starting with the most recent, including military experience.

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Employer	Telephone	Dates Employed	
		From	To
Address			
Job Title		Salary	
Summarize the nature of the work performed and job responsibilities		Reason for Leaving:	
Employer	Telephone	Dates Employed	
		From	To
Address			
Job Title		Salary	
Summarize the nature of the work performed and job responsibilities		Reason for Leaving:	
Employer	Telephone	Dates Employed	
		From	To
Address			
Job Title		Salary	
Summarize the nature of the work performed and job responsibilities		Reason for Leaving:	

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S** List names of three persons not related to you who have knowledge of your qualifications for this position.

NAME	ADDRESS	PHONE

I certify that any information which I have given above is true and correct to the best of my knowledge and understand that any misrepresentation or omission of information requested on this form is grounds for rejection of my application with Southwestern Community College or for dismissal from the college's service if I have been employed.

I authorize any reference source to provide Southwestern Community College with any and all information concerning my previous records and any pertinent information they have, personal, or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.

I understand that if I am considered as a final candidate for employment that I will be subject to a background check which may include an inquiry of criminal records. I also understand that if I am offered a position, I may be asked to complete a pre-employment physical exam which may include a drug test.

Southwestern Community College is a Smoke/Tobacco Free workplace. Smoking and the use of tobacco is prohibited on any college owned property and on any college facility; this includes all buildings, grounds, sidewalks, parking lots, and vehicles.

In consideration of any employment, I agree to conform to all policies, procedures, rules and regulations of the College.

Signature of Applicant

Date