Application for Employment

Must be **totally** completed, even if accompanied by a resume.

NJC
NORTHEASTERN JUNIOR COLLEGE
Sterling, Colorado 80751
Phone: (970) 521-6661 Fax: (970) 522-4945

Name: (Last) (First) (MI)		Social Security No.	Date
Present Address (Street) (City) (State) (Zip Code) E-Mail Address:		Home Telephone ( ) Work Telephone ( ) Cell Phone ( )	
Permanent Address (Street) (City) (State) (Zip Code)		May we contact you at work? Yes ( ) No ( )	
Position Desired	Date Available for Work	Are You Age 18 or Over? Yes ( ) No ( )	
Do you hold a valid drivers license? Yes ( ) No ( ) If Yes, in which state: License #:		Can You Provide Proof of Citizenship or Work Authorization at the Time of Hire: Yes ( ) No ( )	

EDUCATION (List most recent first)

Circle highest level completed 9 10 11 12 13 14 15 16 17 18 19 20

School/College	Location	Major	Degree

WORK EXPERIENCE (list most recent first - ***Indicate hours per week for part-time work***)

Company Name (Street Address) (City) (State) (Zip Code) Job Title Supervisor	Telephone	Specific Duties:
Dates Employed (full-time (part-time) From: To:	Salary *(indicate hrly., mo., etc.)*	Reason for Leaving:
Company Name (Street Address) (City) (State) (Zip Code) Job Title Supervisor	Telephone	Specific Duties:
Dates Employed (full-time (part-time) From: To:	Salary *(indicate hrly., mo., etc.)*	Reason for Leaving:
Company Name (Street Address) (City) (State) (Zip Code) Job Title Supervisor	Telephone	Specific Duties:
Dates Employed (full-time (part-time) From: To:	Salary *(indicate hrly., mo., etc.)*	Reason for Leaving:

REFERENCES (Must be people familiar with your work)

Name and Complete Address	Position	Phone

May we contact the above references at this time? Yes ( ) No ( )
May we contact your present employer at this time? Yes ( ) No ( )

You are not required to disclose information about physical or mental limitations that you believe will not interfere with your ability to do the job. On the other hand, if you want NJC to consider special arrangements to accommodate a physical or mental impairment, you may identify that impairment below and suggest the kind of accommodation that you believe would be appropriate.

Why would you be an effective employee at Northeastern Junior College?

Instructional Professional Staff Only Need Complete This Block

Do you hold a current Vocational Credential? Yes ( ) No ( ) If yes, which state? _____
The state of Colorado requires junior college instructional staff members to sign a "Loyalty Oath". Would you be willing to sign this oath? Yes ( ) No ( )

- **I certify that information given on this application and in my resume are true and complete to the best of my knowledge.**
- **I authorize investigation of all information given with this application and resume for employment as may be necessary in arriving at an employment decision. I understand that this is not and is not intended to be a contract of employment and that any employment, if offered, is employment at will.**
- **In the event of employment, I understand that false or misleading information given in my application and resume or interview(s) may result in discharge.**
- **I am aware that the State of Colorado has a payroll direct deposit requirement for employment. When needed I can supply the correct documentation for direct deposit.**

_____
Signature of Applicant ***Date***

Northeastern Junior College is an affirmative action/equal opportunity employer and does not discriminate against any employee or applicant for employment. All qualified applicants will receive consideration of employment without regard to race, color, religion, sex, sexual orientation, age, disability, national origin or veteran status. If you believe that any of the factors above have entered into the consideration of your application for employment, please contact the Northeastern Junior College Human Resources Director at (970) 521-6730 or e-mail to renee.johnson@njc.edu.