

**HUTCHINSON COMMUNITY COLLEGE**

**1300 NORTH PLUM**

**HUTCHINSON, KS 67501**

**620-665-3497 FAX 620-728-8139 Web Site [www.hutchcc.edu](http://www.hutchcc.edu)**

**HUTCHINSON COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER**

**RADIO KANSAS APPLICATION FORM**

Radio Kansas Web Site: [www.radiokansas.org](http://www.radiokansas.org)

**GENERAL INSTRUCTIONS**

Please complete the application thoroughly. Resumes may be attached to the application, but will not be accepted for a completed application. Please attach supplementary sheets with additional information, if needed. Please type or print using black ink.

**I. DATA**

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Other names used \_\_\_\_\_ E-mail address \_\_\_\_\_

Present address \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Home Phone: \_\_\_\_\_ Cell Phone \_\_\_\_\_

Business Phone \_\_\_\_\_ May we contact you at work? Yes No

Permanent address \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Date available for employment, if hired \_\_\_\_\_

For what position are you applying? \_\_\_\_\_

Have you previously applied for a position with HCC? Yes No Date of application \_\_\_\_\_

Has your employment been terminated or have you been asked to resign from a position? Yes No

Have you been convicted of a felony? Yes No If yes, date of felony \_\_\_\_\_

\* A conviction does not automatically disqualify a candidate from employment.

If you answered yes to either of the two previous questions, explain in detail. Attach a separate sheet, if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If hired, will you be able to present evidence of your U.S. citizenship or proof of your legal right to work in the United States? Yes No

Names, positions, and relationships of relatives working at HCC \_\_\_\_\_

## II. EDUCATION AND PROFESSIONAL TRAINING

Name and location of school	Did you graduate? List degree earned.	Major	Semester Hours	Minor	Semester Hours
<b>High School/G.E.D.</b>					
<b>College or University* (Undergraduate)</b>					
<b>Graduate Work* (Workshops, institutes, etc.)</b>					

## III. EMPLOYMENT EXPERIENCE

Begin with current or most recent employment.

Name and Address of Employer	Titles/Duties	From Mo./ Yr.	To Mo. /Yr.	Salary/Wage Per Month/Hour	Reason for Leaving
<u>Present Position:</u>					

**Fill out the following section only if you are applying for a secretarial or clerical position.**

Check the type(s) of work in which you have had experience or training. Please check only those that relate to the job for which you are applying.

Computer:  
 Word  
 Excel  
 Access  
 FrontPage  
 Publisher

Keyboarding WPM \_\_\_\_\_  
 Date of last keyboarding test: \_\_\_\_\_  
 Telephone Operator  
 Inserting Machine  
 Folding Machine

**IV. OTHER EXPERIENCE AND RELATED INFORMATION**

<b>OTHER JOB RELATED QUALIFICATIONS</b> (Please list any other training or experience that is relevant to this position.)
<b>PROFESSIONAL ORGANIZATIONS</b> (Please list the highest offices held and do not list those that reveal age religion, etc.)

Do you listen to Radio Kansas?	Yes	No	If yes, what programs do you listen to most frequently?

Briefly describe your reasons for wanting to work for RADIO KANSAS, especially as they relate to this position.



**VI. REFERENCES**

Please list four references. Do not list relatives. Please list employers who know your work capabilities, or professors who can attest to your abilities.

Name	Title	Business Address (Street, City/State, Zip)	Business Phone Number & Business E-Mail Address

**VII. SIGNATURE**

**CERTIFICATION:**

I certify that the information contained in this application is truthful and accurate to the best of my knowledge and ability. I certify that I have not purposely withheld any information that might adversely affect my chances for hiring. I understand that any misstatement or omission of information on this application or on any document may result in denial of employment or, if employed, immediate discharge. I understand that unless this application is completed in detail, my application will not be considered.

I authorize Hutchinson Community College to contact former employers and educational organizations regarding my employment and education. I authorize my former employers and educational organizations to fully and freely communicate information regarding my previous employment, attendance, and grades. I authorize any person designated as references to fully and freely communicate information about me. In addition, I release Hutchinson Community College, my former employers, educational organizations, and references from any and all claims, demands, or liabilities arising out of such communications.

If employed, I agree to furnish additional information (photograph, age, race, etc.) as required by government agencies.

Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

**Notice of Nondiscrimination**

To view the HCC Notice of Nondiscrimination, please visit [www.hutchcc.edu](http://www.hutchcc.edu)