

HUTCHINSON COMMUNITY COLLEGE

1300 NORTH PLUM

HUTCHINSON, KS 67501

620-665-3497

FAX 620-728-8139

Web Site www.hutchcc.edu

HUTCHINSON COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER

SUPPORT STAFF APPLICATION

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

Application for employment: Part-time Full-time Date available for employment, if hired _____

Part-time applicants list hours available for work _____

For what position are you applying? _____

Names, positions, and relationships of relatives working at HCC _____

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

II. EDUCATION AND TRAINING

Name and location of school	Did you graduate? List degree earned or diploma or number of hours completed.	Number of Years Attended	Major Subjects
High School/G.E.D.			
College or University* (Undergraduate)			
Trade Business or Correspondence			

III. SKILLS

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. Please list additional skills on a separate sheet.

Carpenter	Bookkeeping	Telephone Operator	
Custodian	Calculator	Dictaphone	
Electrician	Cash Register	Shorthand WPM	_____
Groundskeeper	Computer:	Keyboarding WPM	_____
Heat-A/C Repair	Word	Date of last keyboarding test:	_____
Mechanic	Poise	Statistical keyboarding AP/AR	_____
Painter	Publisher		
Plasterer	Excel		
Plumber	Access		
Security Guard	FrontPage		

IV. WORK EXPERIENCE

Begin with current or most recent employment.

Name and Address of Employer	Titles/Duties	From Mo. Yr.	To Mo. Yr.	
Supervisor:				Reason for Leaving: Salary:
Supervisor:				Reason for Leaving: Salary:
Supervisor:				Reason for Leaving: Salary:
Supervisor:				Reason for Leaving: Salary:

Mail application to:

**Human Resources Office, Student Union
Hutchinson Community College
1300 North Plum
Hutchinson, Kansas 67501 – 620-665-3497 or 1-800-289-3501 X3497**

Or, applications may be submitted to: HRinfo@hutchcc.edu or faxed to 1-620-728-8139

INTERVIEWS BY APPOINTMENT ONLY

V. REFERENCES

Please list three references. Do not list relatives. Please list immediate supervisor for whom you have worked, or persons who have accurate knowledge of your work experience. If no work experience, please list character references.

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

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.

If an employment relationship is created, I understand the employment relationship will be "at will." In other words, the relationship will be entirely voluntary in nature and either I or Hutchinson Community College may terminate the employment relationship at any time, with or without notice, and with or without cause.

VI. SIGNATURE

Date: _____ Signature of Applicant: _____

Notice of Nondiscrimination

To view the HCC Notice of Nondiscrimination, please visit www.hutchcc.edu