

APPLICATION FOR EMPLOYMENT
Colorado Mesa University
Western Colorado Community College/Bishop Campus
 1100 North Avenue
 Grand Junction, CO 81501
 (970) 248-1820



PLEASE TYPE OR PRINT IN INK

APPLICANT INSTRUCTIONS: If you need help to fill out this application form or for any phase of the employment process, please notify the office of Human Resources at (970) 248-1820 and every effort will be made to accommodate your needs.

Application packets include an AFFIRMATIVE ACTION QUESTIONNAIRE. This information is being gathered for affirmative action under Section 503 of the Rehabilitation Act of 1973. The information requested is voluntary and will be kept confidential. An application will not be subject to any adverse treatment for refusing to complete the questionnaire.

Position Applied For: _____ Date: _____

Name: _____ SSN: _____
Last First Middle

Address: _____
Street City State Zip

Phone: _____
Home Work

APPLICANT NOTE: This application form is intended for use in evaluating your qualifications for employment. This is not an employment contract. Please answer all appropriate questions completely and accurately. All qualified applicants will receive consideration without discrimination because of disability, race, creed, color, sex, age, national origin, ancestry, sexual orientation, or religion. A felony conviction will not necessarily bar an applicant from employment.

Availability: What category would you prefer? Full-time Part-time Temporary

Security: List states and counties of residence for past seven years. _____

Are you a citizen of the United States? Yes No (If no, attach a Certification of Eligibility to work in the US.)

Yes No Have you been convicted of a felony? If yes, please describe below.

Yes No Do you have any current pending charges? If yes, please describe below.

INCIDENT	CITY/STATE	CHARGE

Please list any other skills that may be job-related or that you feel would be of value to this job or WCCC. _____

Yes No Have you reviewed the job description or had the requirements of the job explained to you?

Yes No Do you understand these requirements?

EMPLOYMENT HISTORY

List your employment history starting with the **most recent** job, including part-time, temporary, and volunteer jobs. If more than one job was held within a given organization, list each job held as a separate period of employment. Under "duties", describe clearly the tasks you performed and the nature of your supervisory, technical, or other responsibilities as they relate to the job for which you are applying. Be complete and specific in detailing of duties. Information must be accurate. If you need more space attach a separate sheet of paper using the same format.

Employer/Kind of Business:	Your Title:	DATES OF EMPLOYMENT
Address: (Street, City, State, Zip Code)		From: Mo. Yr.
Supervisor's Name: May we contact them? Yes No	Title:	Phone:
Duties: (List major duties and responsibilities relevant to the job for which applying.)		To: Mo. Yr.
		Hrs. Per Week:
		Monthly Salary \$
Reason for leaving or seeking other employment:		Supervisory Experience

Employer/Kind of Business:	Your Title:	DATES OF EMPLOYMENT
Address: (Street, City, State, Zip Code)		From: Mo. Yr.
Supervisor's Name: May we contact them? Yes No	Title:	Phone:
Duties: (List major duties and responsibilities relevant to the job for which applying.)		To: Mo. Yr.
		Hrs. Per Week:
		Monthly Salary \$
Reason for leaving or seeking other employment:		Supervisory Experience

Employer/Kind of Business:	Your Title:	DATES OF EMPLOYMENT
Address: (Street, City, State, Zip Code)		From: Mo. Yr.
Supervisor's Name: May we contact them? Yes No	Title:	Phone:
Duties: (List major duties and responsibilities relevant to the job for which applying.)		To: Mo. Yr.
		Hrs. Per Week:
		Monthly Salary \$
Reason for leaving or seeking other employment:		Supervisory Experience

LICENSES/CERTIFICATION/REGISTRATIONS

List your current or pending licenses/certifications/registrations relevant to the job for which you are applying.

Professional/Specialty License Type:

License Number:

Expiration Date:

State and/or Agency Granting License:

Professional/Specialty License Type:

License Number:

Expiration Date:

State and/or Agency Granting License:

LANGUAGE PROFICIENCY

List language skills, other than English, you have and your level of proficiency (speak, read, write, etc.):

EDUCATION HISTORY

This section must be accurate and complete. The application is used to determine if you meet the minimum qualifications as published in the job announcement. The application may also be used to determine the highest qualified individuals to be invited to the next step in the selection process. Applicants omitting sufficient information may not be invited to the next step of the selection process or may be rejected.

EDUCATION RECORD

High School Graduate:

Date:

GED:

Date:

___ Yes ___ No

___ Yes ___ No

UNIVERSITY & COLLEGE (UNDERGRADUATE, GRADUATE, POST-GRADUATE)

Name:		Location:		Attended: From-To (mo-yr)
Degree Awarded:	Date:	Major Field of Study:	Minor Field of Study:	Total Semester Hours:
Name:		Location:		Attended: From-To (mo-yr)
Degree Awarded:	Date:	Major Field of Study:	Minor Field of Study:	Total Semester Hours:
Name:		Location:		Attended: From-To (mo-yr)
Degree Awarded:	Date:	Major Field of Study:	Minor Field of Study:	Total Semester Hours:

BUSINESS, TRADE, TECHNICAL, VOCATIONAL SCHOOL OR MILITARY TRAINING

Name:		Location:		Attended: From-To (mo-yr)
Title of Program or Subjects Taken:		Total Classroom Hours:	Certificate Received: ___ Yes ___ No	Date:
Name:		Location:		Attended: From-To (mo-yr)
Title of Program or Subjects Taken:		Total Classroom Hours:	Certificate Received: ___ Yes ___ No	Date:

Do you hold a valid Colorado Vocational Education Credential? ___ Yes ___ No

In what area(s)? _____

REFERENCES

List three contact persons who are not related to you and who have definite knowledge of your business or professional qualifications for the job for which you are applying. Do not repeat name of supervisors listed under work history.

Name:	Business/Occupation:	How does this person know you?
Address: (Street, City, State, Zip Code)		Phone:
Name:	Business/Occupation:	How does this person know you?
Address: (Street, City, State, Zip Code)		Phone:
Name:	Business/Occupation:	How does this person know you?
Address: (Street, City, State, Zip Code)		Phone:

CERTIFICATION AND RELEASE: I certify that I have read and understand the **APPLICANT NOTE** on page one of this form and that the answers given by me to the foregoing questions and the statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions or misconceptions of facts called for in this application may result in rejection of my application or discharge at any time during employment. I authorize Colorado Mesa University and/or its agents, including consumer reporting bureaus, to verify any of this information including, but not limited to, criminal history and (if applicable) motor vehicle driving records. I authorize all persons, schools, companies and law enforcement authorities to release any information concerning my background and hereby release any said persons, schools, companies and law enforcement authorities from any liability for any damage whatsoever for issuing this information. I also understand that the use of illegal drugs is prohibited during employment. If CMU/WCCC policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment.

Signature:	Date:
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Please attach copy of cover letter and résumé. All communications should be sent to the Human Resource Office, Colorado Mesa University, 1100 North Avenue, Grand Junction, CO 81501.

Colorado Mesa University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include reference checks, a criminal history record check, and when appropriate, a financial and/or motor vehicle history. Colorado Mesa University is an Affirmative Action/Equal Opportunity Employer, committed to a culturally diverse faculty, staff and student body.

SUPPLEMENTAL INFORMATION FOR CERTIFIED/LICENSED STAFF APPLICATION

Date of Application: _____ Position Applied For: _____

PERSONAL INFORMATION

Name: _____ (Last) _____ (First) _____ (Initial) SSN: _____

Name on transcripts and placement papers: _____

TEACHING PREFERENCES

Indicate preference by rating 1 and 2: _____ High School Students _____ College Students

PROFESSIONAL PREPARATION

Do you hold a valid Colorado Teaching Certificate? _____ Yes _____ No What type? _____

What endorsement(s)? _____ Expiration Date: _____

Do you hold a valid Colorado Vocational Education Credential? _____ Yes _____ No Expiration Date: _____

In what area(s)? _____

Date available for employment: _____

TEACHING EXPERIENCE: List most recent experience first

Dates: From-To	Name and location of school	No. of years	Grade level and/or subjects taught	Name and phone number of principal or supervisor

PROFESSIONAL REFERENCES

Include any administrator under whom you have taught, or college instructor if you have not yet graduated. You may also include persons not connected with education who are qualified to answer regarding your fitness for the position you seek.

Name	Occupation	Address	Phone Number

Directions: Please answer each of the questions given below as best you can. The space provided should be adequate, but if more space is needed please attach additional pages. Please complete in your own handwriting.

1. What do you want to accomplish as a teacher? _____

2. Describe the teaching strategies that you use or would use to help students succeed. _____

3. How would you respond to criticism about you from students or their parents? _____

An application is considered complete when the Human Resource Office has received this completed and signed employment application and requested documents (resume, cover letter, etc.). A valid Colorado Teaching Certificate or License and/or vocational credential will be required within 3 years of employment with Western Colorado Community College (WCCC).

An on-site interview is required before hiring. A criminal background investigation and fingerprinting are required for employment at WCCC.

PLEASE READ CAREFULLY BEFORE SIGNING

I certify that the information given by me on this application and any supplement is true and correct to the best of my knowledge. I understand that false statements on this application may result in termination of employment.

(Date)

(Signature of Applicant)