



# APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

**(PLEASE TYPE OR PRINT)**

Position Applied For	Date of Application
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How Did You Learn About Us?

Advertisement     
  Friend     
  Inquiry  
 Employment Agency     
  Relative     
  MPCC Website     
  Other \_\_\_\_\_

Last Name	First Name	Middle Name		
Address	Street	City	State	Zip Code
Telephone Number(s)	Social Security Number (voluntary)			

Best time to contact you at home is: \_\_\_\_\_ AM/PM

If you are under 18 years of age, can you provide required proof of your eligibility to work?       N/A       Yes       No

Have you ever been employed with us before?       Yes       No  
If Yes, give date \_\_\_\_\_

Relatives or friends employed here?       Yes       No

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?       Yes       No

*Proof of citizenship or immigration status will be required upon employment.*

Date available for work \_\_\_/\_\_\_/\_\_\_      What is your desired salary range? \_\_\_\_\_

Are you available to work:     Full Time  
    Part Time (Please indicate Morning Afternoon Evening)  
    Temporary (Please indicate dates available \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_)

Are you currently on "lay-off" status and subject to recall?       Yes       No

Can you travel if the job requires it?       Yes       No  
(If this position includes the operation of a college vehicle, a valid operator's license will be required.)

Have you worked or attended school under any other names? *If yes, give names:* \_\_\_\_\_

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

**EDUCATION**

***Application completed with "see resume" will not be accepted.***

School	Name and Address of School	Course of Study	No. of Years Completed	Diploma / Degree
High School				
Undergraduate College				
Graduate/ Professional				
Other (Specify)				

**WORK EXPERIENCE**

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or protected status.

Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)			
Starting/Present Job Title	Hourly Rate/Salary		
Supervisor	Starting	Final	
Reason for Leaving			

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Address	From	To	
Telephone Number(s)			
Starting/Present Job Title	Hourly Rate/Salary		
Supervisor	Starting	Final	
Reason for Leaving			

Comments: Include explanation of any gaps in employment.

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Describe any job-related training received in the United States military.

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.

### ADDITIONAL INFORMATION

**Other Qualifications** Summarize special job-related skills and qualifications acquired from employment or other experiences.

### SPECIALIZED SKILLS (SKILLS/EQUIPMENT OPERATED)

~ PC/MAC

Spreadsheet

Production/Mobile  
Machinery (list)

Other (list)

~ Keyboard  
WPM \_\_\_\_\_

Word Processing

10 Key

*State any additional information you feel may be helpful to us in considering your application.*

**Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB WHICH YOU ARE APPLYING.**

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given. \_\_\_\_\_ YES \_\_\_\_\_ NO

### PERSONAL/PROFESSIONAL REFERENCE

Have you worked or attended school under any other names? If yes, give names: \_\_\_\_\_

Do not include family members.

Name	Phone Number	Best Time to Call	Occupation/Relationship to You
1.			
2.			
3.			

## APPLICANT'S STATEMENT

I certify that answers given herein are true and complete. I understand that any false or misleading statements are grounds for immediate termination, regardless of when such a falsification or failure to disclose may be discovered.

I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

This application for employment shall be considered for this position only. Any applicant wishing to be considered for another position will be required to complete a new application.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of the employer.

Official transcripts will be required for all full-time faculty, staff and administration, and all part-time faculty teaching credit classes.

I understand that any offer of employment is contingent upon satisfactory criminal background check and motor vehicle records check.

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

\_\_\_\_\_  
Date

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### FOR COLLEGE USE ONLY

Arrange Interview?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Remarks		
Interviewer	Date	
Employed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Date of Hire		
Job Title		
Hourly Rate/Salary	Department	