
EMPLOYMENT HISTORY

A completed application is required. A resume may be attached, but cannot substitute for a completed application. Answer questions for each period of employment. Failure to complete information may result in rejection of your application. Begin with your current position. Use additional paper if more space is needed.

Title of current or last position _____ Salary _____

Employer _____ Telephone _____

Employer's Address _____

Name and title of supervisor _____

Date employed (mo/yr) _____ Full-time Years _____ Months _____

Date separated (mo/yr) _____ Part-time Years _____ Months _____

Hours per week _____

May we contact this employer for a reference? YES NO

Reason for Leaving _____

Duties:

Title of next position _____ Salary _____

Employer _____ Telephone _____

Employer's Address _____

Name and title of supervisor _____

Date employed (mo/yr) _____ Full-time Years _____ Months _____

Date separated (mo/yr) _____ Part-time Years _____ Months _____

Hours per week _____

Reason for Leaving _____

Duties:

Title of next position _____ Salary _____

Employer _____ Telephone _____

Employer's Address _____

Name and title of supervisor _____

Date employed (mo/yr) _____ Full-time Years _____ Months _____

Date separated (mo/yr) _____ Part-time Years _____ Months _____

Hours per week _____

Reason for Leaving _____

Duties:

Title of next position _____ Salary _____

Employer _____ Telephone _____

Employer's Address _____

Name and title of supervisor _____

Date employed (mo/yr) _____
Date separated (mo/yr) _____

_____	Full-time	Years _____	Months _____
_____	Part-time	Years _____	Months _____
			Hours per week _____

Reason for Leaving _____

Duties:

Title of next position _____ Salary _____

Employer _____ Telephone _____

Employer's Address _____

Name and title of supervisor _____

Date employed (mo/yr) _____
Date separated (mo/yr) _____

_____	Full-time	Years _____	Months _____
_____	Part-time	Years _____	Months _____
			Hours per week _____

Reason for Leaving _____

Duties:

OTHER (List other courses, workshops, educational experiences; typing, shorthand, computer, switchboard, word processing skills; fields of work where you are licensed, registered, or certified giving dates and source of issuance and which relate to the position for which you are applying.)

PROFESSIONAL ASSOCIATIONS

Please list current professional memberships, civic activities, etc. in which you are involved.

ADDITIONAL INFORMATION

1. Are you legally entitled to work in the United States? YES _____ NO _____
2. Have you ever been convicted of a violation of any law (include traffic violations if the position for which you are applying requires driving)? YES _____ NO _____
If yes, please explain below.
3. Have you ever been discharged or asked to resign from a position? YES _____ NO _____
If yes, please explain below.
4. Do you have any family members who work at the College? YES _____ NO _____
If yes, please list names and relationships of your family members below.
5. Have you worked at the College before? YES _____ NO _____
If yes, WHEN _____ and what POSITION _____
6. How did you learn of the employment opportunity? _____
7. Additional Information/Comments:

REFERENCES

List the names of three (3) people, other than relatives, that we may contact for a reference.

1. Name/Title _____
Address _____
Work Telephone _____
2. Name/Title _____
Address _____
Work Telephone _____
3. Name/Title _____
Address _____
Work Telephone _____

Security checks are required for all applicants who accept regular employment and may be required of applicants who accept part-time employment. Proof of citizenship or immigration status will be required of all applicants upon employment. Official transcripts, licenses or certifications, as applicable, will be required for documentation if hired. You may attach any publications, certificates or other supporting documents which you feel relate to the position for which you are applying.

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigations of all statements contained in this application for employment as may be necessary in arriving at an employment decision. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all policies and procedures of Cleveland Community College.

Applicant's Signature

Date



PLEASE RETURN THE FOLLOWING EQUAL EMPLOYMENT INFORMATION
TO USED FOR STATISTICAL PURPOSES ONLY

DATE: _____

NAME: _____
Last First Middle

POSITION APPLIED FOR: _____

DATE OF BIRTH: _____

SEX: ___ FEMALE ___ MALE

U.S. CITIZEN ___ YES ___ NO
IF "NO," DO YOU HAVE THE LEGAL RIGHT TO REMAIN IN THE U.S.?
 ___ YES ___ NO

RACE: ___ WHITE
 ___ BLACK
 ___ AMERICAN INDIAN
 ___ HISPANIC
 ___ ASIAN
 ___ OTHER (*please specify*): _____