



**COWLEY COLLEGE
AND AREA VOCATIONAL-TECHNICAL SCHOOL
ACADEMIC EMPLOYMENT APPLICATION**

**Office of Human Resources
125 South Second • Arkansas City, KS 67005 • (620) 441-5214**

You are required to complete an application form in order to be considered for employment.

*Please complete application in full and answer all questions completely. Type or print legibly. Indicate N/A if not applicable. Do not indicate "See résumé." A résumé may be attached to provide additional supporting information. **Incomplete applications may not be given consideration for employment.** In order to be guaranteed consideration as an applicant, you must complete, sign and return this form to Human Resources on or before the posted review date of the position for which you are applying.*

PERSONAL INFORMATION

Full Name _____
Last First Middle

Address _____
Street/P.O. Box City, State, Zip

Where you may be contacted:

Home () _____ Work/Alternate () _____ Ext. _____
 Cell () _____ Email: _____

Other names under which your records may be filed: _____

EMPLOYMENT SUMMARY

Complete the summary information below and provide details in the sections which follow.

1. Education

Earned degrees (check all that apply and state major as shown on transcript):

- Associate _____
- Bachelor _____
- Master _____
- Specialist (or 30 graduate hours earned after master's)
- Doctorate _____
- Other _____

2. Teaching Experience (check all that apply)

- Community College
- 4-year College or University
- High School or Elementary
- Other setting _____
- Full-time
- Part-time
- Full-time
- Part-time
- Full-time
- Part-time
- Full-time
- Part-time

3. Have you ever been a school administrator? (Check all that apply)

- Community College
- 4-year College or University
- High School or Elementary
- Other setting _____
- Full-time
- Part-time
- Full-time
- Part-time
- Full-time
- Part-time
- Full-time
- Part-time

4. Have you ever held another position in education that is directly related to the position sought? Yes No
 If yes, please specify _____

5. Have you ever held a position outside of education that is directly related to the position sought? Yes No
 If yes, please specify _____

EMPLOYMENT

1. Teaching Summary

Summarize your teaching experience below. [Provide complete details in the "Employment History" section.] Begin with most recent experience first and include full-time teaching, part-time teaching, internship, assistantship, etc.

Educational Institution	State	Courses Taught	Full-time or Part-time	Dates of Employment

2. Employment History

Provide complete information for all employment, **including teaching assignments listed above**. Begin with present or most recent employment. Attach additional employment history if necessary. Supplemental sheets are available upon request.

Position:	From	To	Immediate Supervisor	Current/Final Salary

Employer Name: _____

Address and Phone: _____
Street City State Zip Phone

Full-time or Part-time Duties: _____

Reason for Leaving: _____

Position:	From	To	Immediate Supervisor	Current/Final Salary

Employer Name: _____

Address and Phone: _____
Street City State Zip Phone

Full-time or Part-time Duties: _____

Reason for Leaving: _____

Position:	From	To	Immediate Supervisor	Current/Final Salary

Employer Name: _____

Address and Phone: _____
Street City State Zip Phone

Full-time or Part-time Duties: _____

Reason for Leaving: _____

SKILLS AND CERTIFICATIONS

List all valid professional licenses and registrations you hold; include the certification/registration number and the date of expiration.

Indicate other employment skills, special training or related courses that you would like considered as part of your application.

Describe significant contributions and achievements, including publications or awards, in professional and/or civic activities that you would like considered as part of your application.

REFERENCES:

1. Current supervisor: May we contact your current supervisor? Yes No

_____ Name of current supervisor	_____ Organization	_____ Title
_____ Address	_____ City, State, Zip	() _____ Phone

2. Other professional references (do not include supervisors listed in employment section):

_____ Name	_____ Organization	_____ Title
_____ Address	_____ City, State, Zip	() _____ Phone

_____ Name	_____ Organization	_____ Title
_____ Address	_____ City, State, Zip	() _____ Phone

_____ Name	_____ Organization	_____ Title
_____ Address	_____ City, State, Zip	() _____ Phone

In order to be considered as an applicant at Cowley County Community College and Area Vocational-Technical School, you must complete, sign and return this form to the Office of Human Resources on or before the posted review date of the position for which you are applying. Information provided on this application will become a part of your permanent record if you are employed by the College. Materials submitted for consideration as part of an application for employment are not returnable. A résumé or other appropriate materials may be included with the application but may not be submitted instead of this application. If employed, the College will require certified transcripts for any college level education stated on this application as a condition for employment.

Cowley County Community College and Area Vocational-Technical School is a non-discrimination employer. It is the policy of the College to employ personnel strictly on the basis of job-related qualifications. Personnel policies are applied without regard to a person's race, color, age, sex, religion, national origin, disability, handicap, marital status or veteran's status. Questions concerning this policy should be directed to the College's compliance officer.

APPLICANT CERTIFICATION AND RELEASE AUTHORIZATION

I hereby certify that all information provided on or in connection with this application and attachments thereto is true and complete to the best of my knowledge and I have not knowingly withheld any fact or circumstance. By signature below, I authorize the representatives of Cowley County Community College and Area Vocational-Technical School to contact any of my schools, former or current employers or other references needed to provide applicable information to the position sought. I authorize any and all persons contacted by Cowley County Community College and Area Vocational-Technical School to disclose fully all information available to such persons, whether on record or not, which may have a bearing on my application or my employment.

I understand that if employed, any misrepresentation of the facts as stated or implied on this application form is sufficient cause for dismissal. This application does not bind me or Cowley County Community College and Area Vocational-Technical School for any specific period of employment and I understand that nothing in this application creates any contractual obligation of any kind for either party. If employed, I agree to comply with all policies, procedures and regulations of Cowley County Community College and Area Vocational-Technical School and applicable local, state and federal laws as currently exist or as may exist in the future.

Date _____ Signature of Applicant: _____