

IOWA LAKES COMMUNITY COLLEGE

EMPLOYMENT APPLICATION

Iowa Lakes Community College is located in the northwest corner of Iowa with campuses/centers in Estherville, Emmetsburg, Algona, Spencer and Spirit Lake. The College offers liberal arts/college transfer degrees, technical training or vocational diplomas and extensive continuing education offerings. The mission of the College is to provide opportunities for quality lifelong learning and promote economic development for its communities.

Print or Type
Last Name First Name Middle initial
Number and Street Address City State Zip Code
Telephone Number: Home Cell/Mobile
POSITION FOR WHICH YOU ARE APPLYING:
From what source did you hear about this vacancy? Date Available

PLEASE NOTE....

The information you provide on this application will be used to evaluate your qualifications. Please be accurate and as specific as possible. Insufficient information may result in the elimination of your application from further consideration. A resume may be submitted in addition to but not in lieu of any part of this application form. A separate application is required for each position for which you wish to apply. Copies are acceptable. If position qualifications include a postsecondary education requirement, college transcripts are required. Unofficial copies may be submitted initially, but official copies must be received before an employment recommendation can be made.

PERSONAL INFORMATION

- 1. Are you legally eligible to work in the United States? YES NO
2. Have you ever been convicted of a felony? If yes, please explain: YES NO
3. Military service Yes No Branch of service Date: from to
4. Have you ever been involuntarily terminated from any previous position? If yes, please explain. YES NO
5. If required by this position, do you have a valid Driver's License? YES NO
6. List any applicable certificates or licenses.

**EMPLOYMENT HISTORY**

List your work experience below, starting with your most recent, and give a complete accounting of your employment history. You may include applicable military and volunteer experience. Do not include experience gained as part of an educational program for which you received credit. If you held more than one job with an employer, list each job separately. Attach a separate sheet if additional space is needed. If there is any additional information you would like to have considered, or if you need to account for any gaps in your employment history, please do so in a cover letter and include it with this application.

Employer	Address		FROM: _____
Name & Title of Supervisor		Telephone	Month Day Year
Your Title	Final Salary	Reason for Leaving	TO: _____
Job Duties			Month Day Year
			Average number of hours worked per week: _____

Employer	Address		FROM: _____
Name & Title of Supervisor		Telephone	Month Day Year
Your Title	Final Salary	Reason For Leaving	TO: _____
Job Duties			Month Day Year
			Average number of hours worked per week: _____

Employer	Address		FROM: _____
Names & Title of Supervisor		Telephone	Month Day Year
Your Title	Final Salary	Reason for Leaving	TO: _____
Job Duties			Month Day Year
			Average number of hours worked per week: _____

Employer	Address		FROM: _____
Name & Title of Supervisor		Telephone	Month Day Year
Your Title	Final Salary	Reason for Leaving	TO: _____
Job Duties			Month Day Year
			Average number of hours worked per week: _____

Employer	Address		FROM: _____
Name & Title of Supervisor		Telephone	Month Day Year
Your Title	Final Salary	Reason for Leaving	TO: _____
Job Duties			Month Day Year  Average number of hours worked per week.

Employer	Address		FROM: _____
Name & Title of Supervisor		Telephone	Month Day Year
Your Title	Final Salary	Reason for Leaving	TO: _____
Job Duties			Month Day Year  Average number of hours worked per week.

## EDUCATION

Elementary/Secondary (Circle highest grade completed):		1	2	3	4	5	6	7	8	9	10	11	12
High School Graduate or GED?		<input type="checkbox"/> YES		<input type="checkbox"/> NO									
Schools Attended Beyond High School (Names and Locations)	Dates Attended		Credits Earned*	Field of Study	Degree or Certificate								
	From	To											
*Enter number of credits and indicate if Semester (S) or Quarter (Q) and Undergraduate (U) or Graduate (G).													
if you are currently working toward a degree, list the degree and the anticipated completion date:													
OTHER COURSES TAKEN OR TRAINING/INSTITUTES ATTENDED:													
Please list specific computer software experience and/or knowledge.													

## EMPLOYMENT REFERENCES

List three employment references who have knowledge of your qualifications for this position. Do not list relatives.

NAME	TELEPHONE	TITLE/OCCUPATION/EMPLOYER

The College may contact references other than those listed above. If you do not want your current employer contacted unless you are one of the final candidates for this position, please check here.  If you do not want an employer contacted under any circumstances, list the employer's name(s) below. Please understand that this may affect your consideration for the position.

The College is required to maintain a security report in accordance with 34 CFR Part 668 regarding crimes on campus. This report is available through the address listed for the Human Resources Office.

### Please Read Carefully and Sign Below...

I certify that the information provided by me in this application is true and complete to the best of my knowledge. I understand that any misrepresentation or omission may be grounds for rejection of my application for current and future employment or for termination, if I have been employed.

I acknowledge that it is the responsibility of the College to hire qualified applicants, and that it is the responsibility of the College to make inquiries as the College, in its discretion, deems relevant to assess work performance. I authorize the College, or its agents, to contact references, to investigate my background, and to make such other inquiries as the College deems relevant to assess my qualifications for the position for which I am applying. I release all parties from any liability for such disclosure and I understand that the information disclosed will not be released to me.

Finally, I understand that nothing in this application is intended to create an employment contract and that a job offer is not final until authorized by the President of Iowa Lakes Community College and, if required, by the Board of Trustees.

Failure to sign and date this form will invalidate your application.



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

\_\_\_\_\_  
*Date*

RETURN APPLICATION TO:

Iowa Lakes Community College  
Human Resources Office  
19 South 7<sup>th</sup> Street  
Estherville, IA 51334  
(712) 362-0409

### Iowa Lakes Community College will only accept applications for posted positions

It is the policy of Iowa Lakes Community College not to discriminate on the basis of race, color, national origin, sex, disability, age (employment), sexual orientation, gender identity, creed, religion and actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code §§216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

If you have questions or complaints related to compliance with this policy, please contact Kathy Muller, Equity & Title IX Coordinator, 19 South 7th Street, Estherville, IA 51334, 712.362.0433, kmuller@iowalakes.edu, or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number 312-730-1560, fax 312-730-1576.

**Iowa Lakes Community College is an Equal Opportunity Employer**

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## APPLICANT CONFIDENTIAL INFORMATION

Not for interview purposes. To be filed separately from application materials.

Applicants are considered for employment and employees are treated without regard to race, color, religion, sex national origin, age, marital or veteran status, medical condition or disability.

As employers/government contractors, we comply with government regulations and affirmative action responsibilities.

Solely to help us comply with government record keeping, reporting and other legal requirements, please fill out the Applicant Confidential Information Form. We appreciate your cooperation. This data is for periodic government reporting and will be kept in a confidential file separate from the Employment Application.

(PLEASE PRINT)

DATE: \_\_\_\_\_

Positions(s) Applied For: \_\_\_\_\_

Referral Source:  Advertisement  Friend  Relative  
 Walk-in  Employment Agency  Other  
 Iowa Lakes Employee

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_  
Last First Middle

ADDRESS: \_\_\_\_\_  
Street City State Zip

### AFFIRMATIVE ACTION SURVEY

Government agencies require periodic reports on the sex, ethnicity, handicapped and veteran status of applicants. This data is for analysis and affirmative action only. Submission of information about a disability is voluntary.

Check one:  Female  Male

Check one of the following:

Race/Ethnic Group:  White (not of Hispanic origin)  Black (not of Hispanic origin)  
 American Indian/Alaskan Native  Asian/Pacific Islander  
 Hispanic  Other (please specify) \_\_\_\_\_

Disabled:  Yes  No

Veteran (any era):  Yes  No