

*Please complete application in full and answer all questions completely. Type or print legibly. Indicate N/A if not applicable. Do not indicate "See Resume." A resume may be attached to provide additional supporting information. Incomplete applications may not be given consideration for employment.*

## PERSONAL INFORMATION

Student ID # \_\_\_\_\_

Full Name \_\_\_\_\_  
Last First Middle

Home (Legal) Address \_\_\_\_\_  
Street/Route/P.O. Box, Etc.

\_\_\_\_\_ City State Zip

Address While Attending Barton \_\_\_\_\_  
Street/Route/P.O. Box, Etc.

\_\_\_\_\_ City State Zip

Telephone where you may be contacted:

Home ( \_\_\_\_\_ ) \_\_\_\_\_ Phone No. While Attending Barton ( \_\_\_\_\_ ) \_\_\_\_\_

Fax No. ( \_\_\_\_\_ ) \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Indicate any other names under which your employment or academic records have been filed. \_\_\_\_\_

Preferred Name \_\_\_\_\_

## POSITION INFORMATION

Position applied for \_\_\_\_\_

If you are legally eligible for employment in the U.S.A., can you provide proof WITHIN 3 DAYS?  Yes  No

State age if under 18 \_\_\_\_\_

I plan to attend Barton Community College:  1  2  3  4 semester(s).

My last semester of attendance at Barton Community College was \_\_\_\_\_

What hours are you available to work?

\_\_\_\_\_  
\_\_\_\_\_

## EMPLOYMENT

### Employment History

Provide complete information for all employment. 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
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Employer Name: \_\_\_\_\_

Address/Phone: \_\_\_\_\_ ( \_\_\_\_\_ ) \_\_\_\_\_  
Street City State Zip Phone Ext.

Full-time  Part-time Duties: \_\_\_\_\_

May we contact your current supervisor?  Yes  No

Reason for leaving: \_\_\_\_\_

Position: _____	From	To	Immediate Supervisor	Current/Final Salary
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Employer Name: \_\_\_\_\_

Address/Phone: \_\_\_\_\_ ( \_\_\_\_\_ ) \_\_\_\_\_  
Street City State Zip Phone Ext.

Full-time  Part-time Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

## REFERENCES

Contacts that could be made for personal references. **Do NOT list former employers or relatives.**

\_\_\_\_\_  
Name Address ( \_\_\_\_\_ )  
Phone

\_\_\_\_\_  
Name Address ( \_\_\_\_\_ )  
Phone

\_\_\_\_\_  
Name Address ( \_\_\_\_\_ )  
Phone

## SKILLS AND INTERESTS / VOLUNTEER WORK

Where Would You Like To Work, and Do You Have Any Special Skills and Interests?

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## GENERAL INFORMATION

Have you been employed by Barton Community College?

Yes  No If so, when? \_\_\_\_\_

Are you legally authorized to work in the United States?\*  Yes  No

\*As required by federal law, Barton Community College will hire only United States citizens and aliens authorized to work in the United States. All new employees will be required to complete an "Employment Eligibility Verification" (Form I-9) and produce requested documentation after employment. A list of documents acceptable for proof under the Immigration Reform Control Act of 1986 is available upon your request.

Have you ever been convicted of, or pleaded "no contest" to, any felony or misdemeanor criminal offense(s), excluding traffic offenses?

Yes  No If yes, please briefly explain. (A "yes" response will not automatically disqualify you from employment): \_\_\_\_\_

Have you ever had your driver's license suspended or restricted for any reason?

Yes  No If yes, please briefly explain. (A "yes" response will not automatically disqualify you from employment): \_\_\_\_\_

Information provided on this application will become a part of your permanent personnel record if you are employed by the College. *Materials submitted for consideration as part of an application for employment are not returnable.* A resume or other appropriate materials may be included with the application but may not be submitted instead of this application. Official college transcripts may be required as a part of the application.

**Non-Discrimination Notice:** To provide equal employment, advancement and learning opportunities to all individuals, employment and student admission decisions at Barton will be based on merit, qualifications, and abilities. Barton County Community College does not discriminate on the basis of any characteristic protected by law in all aspects of employment and admission in its education programs or activities. Any person having inquiries concerning Barton County Community College's non-discrimination compliance policy, including the application of Equal Opportunity Employment, Titles IV, VI, VII, IX, Section 504 and the implementing regulations, is directed to contact the College's Compliance Officer, Barton County Community College, Room A-123, Great Bend, Kansas 67530 (620) 792-9234. Any person may also contact the Director, Office of Civil Rights, U.S. Department of Education, Washington, DC 20201.

## APPLICANT CERTIFICATION AND RELEASE AUTHORIZATION (Please read and sign)

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 Barton Community College 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 Barton 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 Barton 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 Barton Community College and applicable local, state and federal laws as currently exist or as may exist in the future.

I acknowledge that Barton Community College reserves the right to conduct background checks, drug screens and such other testing, including psychological, on its employees or applicants for employment.

I understand that, if hired, I will be required to provide verification of employment eligibility.

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

**PLEASE CHECK ANY OF THE FOLLOWING THAT YOU FEEL APPLIES TO YOURSELF:**

**I like:**

- brochures, letters, etc., assembly work.
- detail work.
- outdoor work.
- to work with children.
- to work with fractions, multiplication, division.
- art.

**I have had considerable experience with the following:**

- computers
- data entry
- word processing
- software (specify) \_\_\_\_\_
- scanning
- inserting pictures, documents, etc.
- Microsoft Outlook \_\_\_\_\_
- E-Mail \_\_\_\_\_
- other (specify) \_\_\_\_\_
- typewriters
- camera equipment
- switchboard
- multiple line telephones
- lawn equipment and machines
- ten-key adding machines or calculators
- filing (alphabetizing by key unit, second unit, etc.)

**Athletics:**

Are you on a Barton athletic team or activity? If so,

- which team? \_\_\_\_\_
- which activity? \_\_\_\_\_

**Financial Aid:**

Have you applied for Financial Aid?

- Yes     No

**I possess:**

- a lifeguard certificate.
- a current CPR card.
- a current First Aid card.
- a good science & math background.
- a print shop background.
- legible handwriting.

**I feel that my strengths would include:**

- accuracy in my work.
- a pleasant attitude.
- conscientiousness.
- dependability.
- spelling.
- initiative.
- reliability.
- punctuality.
- knowing when to ask questions or to seek assistance with a task.
- working well with others (all ages).
- a willingness to work at any task.
- ability to work unsupervised.
- understanding confidentiality.
- ability to balance job responsibilities with course studies.
- learning quickly.
- ability to complete a certain task within a given time limit.
- written communications skills.
- pleasant telephone voice and etiquette.
- ability to prioritize assigned work.
- typing or keyboarding.
- interpersonal relations.