

OTHER PERTINENT INFORMATION

Have you been employed previously by Butler County Community College?

() Yes () No *If yes, give dates* _____

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

Have you ever been convicted of, or pleaded guilty or "no contest" to a felony or criminal offense, excluding misdemeanors and traffic offences? () Yes () No

If yes, please explain

Briefly _____

"A conviction record will not necessarily be a bar to employment. Factors such as length on incarceration, the seriousness and nature of the offense, and the applicant's rehabilitation will be considered in the hiring decision."

SKILLS AND CERTIFICATIONS

List all valid professional licenses and registration you hold. Include certification/ registration number and expiration date.

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

Briefly describe significant contributions and achievements, including academic awards, scholarships, and publications in professional and/or civic organizations that you would like considered as a part of your application.

SECOND LANGUAGE ABILITY

1.) Speak _____ Read _____ Write _____

REFERENCES

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

Name/Title Organization/Phone No. Address

2. List at least 3 persons who have knowledge of your work experience or education.
(Do not include relatives, personal friends, or immediate supervisors already listed in the employment section)

EMPLOYMENT HISTORY

Provide complete information for all current and past employment. Begin with present or most recent employment.
Attach additional employment history if necessary.

Position: _____
From _____ To _____ Immediate Supervisor _____ Current/Final Salary _____

Employer Name: _____

Address and Phone: _____ (_____) _____
Street City State ZIP Phone Ext.

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 Ext.

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 Ext.

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 Ext.

Full time or Part time Duties: _____

Reason for Leaving: _____

Please explain any breaks or periods of unemployment in your employment history:

From: _____ To: _____ Reason: _____

From: _____ To: _____ Reason: _____

From: _____ To: _____ Reason: _____

APPLICATION CERTIFICATION AND AUTHORIZATION RELEASE

I hereby authorize investigation of all statements contained in this application. I certify by the signature below that all statements are true and correct, and that misrepresentation or omission of facts called for in this form is sufficient cause for termination of employment without notice. If employed, I agree to comply with all policies, procedures, and regulations of Butler County Community College and applicable local, state, and federal laws currently existing or that may exist in the future.

A resume, or other appropriate materials may be included with application but may not be submitted instead of the application. If employed, the college may require certified transcripts for any college-level education listed on this application.

Information provided on this application will become part of your permanent personal record if you are employed at Butler. Materials submitted for consideration as part of the application for employment are not returnable.

Butler Community College is committed to nondiscrimination on the basis of gender, race, color, national origin, age, religion, mental or physical disability, marital or parental status, or status as a veteran. Employment decisions are based strictly on job related qualifications and an individual's ability to perform the job.

To report discrimination under Title IX (sex) contact the Title IX Coordinator at 316-323-6942. To report discrimination under Section 504 (handicap) contact the Coordinator of Special Needs/ADA Compliance Officer at 316-322-3321 (local) or 316-733-3321 (Wichita Metro). You may also contact the Director of Human Resources at 316-322-3152 (local) or 316-733-3152 (Wichita Metro). These offices are located at 901 S. Haverhill Rd., El Dorado, KS, 67042.

DATE _____ **SIGNATURE** _____

***BUTLER COMMUNITY COLLEGE IS AN
EQUAL OPPORTUNITY EMPLOYER***