

# North Central Missouri College

1301 Main Street, Trenton, MO 64683

660.359.3948

**APPLICATION FOR EMPLOYMENT** Return this application to the NCMC Human Resources Office.

## PERSONAL

Last Name	First Name	Middle	Date
Street Address			
City, State, Zip		Telephone #	
Position Applied For			
Where did you learn of this opening?			
Can you provide legal proof of eligibility to work in the United States?			
List any other experience, skills, or qualifications that should be considered in evaluating you for employment opportunities.			

## EDUCATION

School	Name and Location of School	Course of Study	Did you Graduate?	Degree or Diploma
Graduate			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business/Trade Technical			<input type="checkbox"/> Yes <input type="checkbox"/> No	
High School/ G.E.D.			<input type="checkbox"/> Yes <input type="checkbox"/> No	

Have you ever been convicted of a crime? Yes  No

State names of relatives working for NCMC and their relationship to you:

Employee: \_\_\_\_\_ Relationship: \_\_\_\_\_

Are you able to work a night/weekend schedule? Yes  No  \_\_\_\_\_

Give the names of three persons not related to you, whom you have known at least three years.

Name	Address, phone, e-mail	Company	Years Known
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## Employment History

<b>1</b>	Company Name	Telephone
	Address	Employed - (State month and year) From                      To
	Name of Supervisor	Reason for Leaving
	State Job Title and Describe Your Work:	
		Ending Salary \$

<b>2</b>	Company Name	Telephone
	Address	Employed - (State month and year) From                      To
	Name of Supervisor	Reason for Leaving
	State Job Title and Describe Your Work:	
		Ending Salary \$

<b>3</b>	Company Name	Telephone
	Address	Employed - (State month and year) From                      To
	Name of Supervisor	Reason for Leaving
	State Job Title and Describe Your Work:	
		Ending Salary \$

<b>4</b>	Company Name	Telephone
	Address	Employed - (State month and year) From                      To
	Name of Supervisor	Reason for Leaving
	State Job Title and Describe Your Work:	
		Ending Salary \$

NCMC is an equal opportunity employer and does not discriminate in employment with respect to race, color, religion, national origin, citizen status, ancestry, age, sex, genetics, sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service.

I authorize NCMC to verify any information contained within this application and contact references I have provided. I release NCMC from all liability that might result from making an investigation. I understand that neither completion of this application nor any other part of the consideration for employment process, establishes any obligation for NCMC to hire me. I understand that no representative of NCMC has the authority to make any assurance to the contrary.

I attest with my signature below I have given true and complete information on this application and no requested information has been concealed. If any information I have provided is untrue or concealed, I understand this will constitute cause for the denial of employment or immediate dismissal.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

NCMC publishes the Annual Public Safety Report, in compliance with the Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act. This report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by NCMC; and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault and other matters. The Annual Public Safety Report can be accessed via the following link: [www.ncmissouri.edu/about/Pages/safety-report.aspx](http://www.ncmissouri.edu/about/Pages/safety-report.aspx).

The Fire Safety Report, in compliance with the Higher Education Act, provides fire statistics, information about fire safety, and other pertinent information. The report can be accessed via the following link: [www.ncmissouri.edu/about/Pages/fire\\_safety\\_report.aspx](http://www.ncmissouri.edu/about/Pages/fire_safety_report.aspx).

In accordance with federal regulations set forth by The Higher Education Act of 1965, as amended, NCMC's Student Consumer Information is available at the following site: [www.ncmissouri.edu/hea](http://www.ncmissouri.edu/hea).

Paper copies of these documents can also be obtained by contacting the Director of Human Resources 660-359-3948.