

North Central Missouri College

1301 Main Street, Trenton, MO 64683

660.359.3948

APPLICATION FOR EMPLOYMENT

Return this application to Kristi Harris, Chief of Staff, Frey Administrative Building, 1301 Main Street, Trenton Missouri 64683 or kharris@mail.ncmissouri.edu or fax: (660) 359-2899.

PERSONAL

Last Name	First Name	Middle	Date
Street Address			
City, State, Zip	Telephone #	Email:	
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

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

1	Company Name	Telephone
	Address	Employed - (State month and year) From To
	Name of Supervisor	Reason for Leaving
	Job Title:	
	Brief description of job duties:	Ending Salary \$

2	Company Name	Telephone
	Address	Employed - (State month and year) From To
	Name of Supervisor	Reason for Leaving
	Job Title:	
	Brief description of job duties:	Ending Salary \$

3	Company Name	Telephone
	Address	Employed - (State month and year) From To
	Name of Supervisor	Reason for Leaving
	Job Title:	
	Brief description of job duties:	Ending Salary \$

4	Company Name	Telephone
	Address	Employed - (State month and year) From To
	Name of Supervisor	Reason for Leaving
	Job Title:	
	Brief description of job duties:	Ending Salary \$

NCMC is committed to assuring equal opportunity to all persons and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, genetic information, veteran status, marital status, ancestry, gender identity or expression, or sexual orientation in its educational programs, activities, admissions, services, or employment practices as required by Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Americans with Disabilities Act, other applicable statutes and college policy. Sexual harassment, to include sexual violence, is a form of sex discrimination and is prohibited. Inquiries concerning these statutes and nondiscrimination policies should be referred to the College President, Dr. Lenny Klaver, Frey Administrative Center, 1301 Main Street, phone extension 1200, or klaver@mail.ncmissouri.edu.

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.

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.

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.

Paper copies of these documents can also be obtained by contacting the Dean of Student Services (660) 359-3948 x1400.