

Morgan Community College Employment Application



Please type or print in black ink only

Position Applying For:

Full-Time

Part-Time

Date Available: Today's Date:

Personal Information:

Name:
Last First Middle Initial DOB example: 01/01/1970

Address:
Street Apt/Box # Home Phone example: 9705551111

City State Zip Code Work Phone example: 9705551111

E-Mail:
Fax example: 9705551111

Are you prevented from being employed in the U.S.? Yes No

(Proof of citizenship or immigration status will be required within three days of employment)

Before an applicant can be hired, Morgan Community College requires disclosure of all criminal convictions of misdemeanors or felony offenses or deferred adjudications after age 17 and conducts conviction verifications. A criminal conviction DOES NOT necessarily disqualify an individual from employment. Recency, severity and direct job relatedness of convictions will be compared to the functions of the position for which the applicant is being considered.

Please return completed application to:

Morgan Community College
Office of Human Resources
920 Barlow Road
Fort Morgan, CO 80701

All areas of the application must be completed in full for consideration. A resume will not be accepted in place of a completed application.

For More Information:

Phone: (970) 542-3129 or (970) 542-3130
Fax: (970) 542-3117
Web: www.MorganCC.edu

Notice:

The College prohibits all forms of discrimination and harassment including those that violate federal and state law, or the State Board for Community Colleges and Occupational Education Board Policies 3-120 or 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. For information regarding civil rights or grievance procedures, contact: Affirmative Action Officer/Equal Opportunity Officer/Title IX Compliance Officer: Susan Clough, 920 Barlow Rd. Fort Morgan, CO 80701; (970) 542-3127; susan.clough@morgancc.edu

Education: Copies of transcripts and vocational credentials must be submitted with application. Full-time staff must provide originals upon hire.

High School Graduate? Yes No

GED? Yes No

Name and Address of Institution (Trade School, Technical Institution, College, or University)	Dates of Attendance	Degree or Certificate Conferred	Date Awarded	Subject Major/Minor
Undergraduate:				
Graduate:				
Licenses/Certification/Registrations: If a license/certificate/registration is required for the job for which you are applying (e.g., Nursing, EMT, PTA, CMT, CPR, etc.) please provide a current copy and complete the following...				
Other Applicable Training:				

Employment: This portion must be accurate and complete. List previous employment, including part-time and temporary for the last ten years. List jobs starting with your present or most recent job. **Do not substitute a resume/vitae for this section.** Attach additional pages if necessary.

Important note to applicants: Former employees of Colorado Community College System or one of its 13 colleges, who were disciplinarily terminated or resigned in lieu of termination, must disclose this information on your application.

Position: _____
Employer: _____
Address: _____

Immediate Supervisor: _____
Phone Number: _____
Dates of Employment (MO/YR) From: _____ To: _____
Annual Salary \$ _____ Full-Time Part-Time
Reason for leaving: _____
May we contact employer? _____

Briefly describe position duties:

Position: _____
Employer: _____
Address: _____

Immediate Supervisor: _____
Phone Number: _____
Dates of Employment (MO/YR) From: _____ To: _____
Annual Salary \$ _____ Full-Time Part-Time
Reason for leaving: _____
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May we contact employer? _____

Briefly describe position duties:

References: List the names of three people under whose supervision you have worked or who have working knowledge of your competence related to the job for which you are applying. Your signature below indicates that you are giving Morgan Community College permission to contact these references if you become a finalist for the position for which you are applying.

Name:	<input type="text"/>	Title	<input type="text"/>
Business Name:	<input type="text"/>	Phone:	<input type="text"/>
Address:	<input type="text"/>	Alternate Phone:	<input type="text"/>

Name:	<input type="text"/>	Title	<input type="text"/>
Business Name:	<input type="text"/>	Phone:	<input type="text"/>
Address:	<input type="text"/>	Alternate Phone:	<input type="text"/>

Name:	<input type="text"/>	Title	<input type="text"/>
Business Name:	<input type="text"/>	Phone:	<input type="text"/>
Address:	<input type="text"/>	Alternate Phone:	<input type="text"/>

Disclaimer: I am aware that this application is considered open record per Colorado law. I understand that any false information or omission of information given during the application process will be sufficient reason for rejection of my application or termination of my employment. I herewith authorize and request each and every former employer, person, firm, corporation and educational institution to answer any and all questions that may be asked and herewith hold such persons harmless for giving all information within their knowledge or records. In addition, my signature on this application will serve as authorization to release any and all information recorded on or attached to this application to any state or federal investigating agency or for criminal background check purposes. notice to individuals applying for employment with a child care provider or facility per Colorado Revised Statutes (C.R.S.) 26-6-105.5: "Any applicant who knowingly or willfully makes a false statement of any material or fact or thing in this application is guilty of perjury in the second degree as defined in section 18-8-503, Colorado Revised Statutes, and, upon conviction thereof, shall be punished accordingly."

Applicant Signature

Date