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: _____

Please tell us where you heard about this opening: _____

Personal Information:

Name: _____ _____ _____
Last First Middle Initial

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

_____ _____ _____ Work Phone _____
City State Zip Code 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 OfficerEqual 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
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Immediate Supervisor: _____
Phone Number: _____
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Annual Salary $ _____ ☐ Full-Time ☐ Part-Time
Reason for leaving: _____
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:

Title

Business Name:

Phone:

Address:

Alternate Phone:

Name:

Title

Business Name:

Phone:

Address:

Alternate Phone:

Name:

Title

Business Name:

Phone:

Address:

Alternate Phone:

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 Statues (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

Human Resources
920 Barlow Road
Fort Morgan, CO 80701

MORGAN COMMUNITY COLLEGE

Equal Employment and Affirmative Action Program
VOLUNTARY INFORMATION

Dear Applicant:

The College prohibits and will not tolerate discrimination or harassment that violates federal, state law, or Board Policy 3-120 or Board Policy 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 our educational activities or programs or work environment. The College complies with Titles VI and VII of the Civil Rights Act of 1964, the Civil Rights Act of 1991, the Education Amendments of 1972 (Title IX), the Age Discrimination in Employment Act, the Rehabilitation Act of 1973, the Americans with Disabilities Act, Pregnancy Discrimination Act of 1978, Vietnam Era Veterans Readjustment Assistance Act of 1974; Executive Order 11246, and sections 24-34-301, C.R.S. *et seq*.

For more information regarding civil rights or grievance procedures, contact:

Equal Opportunity Officer:
Andria Koppels
Director of Human Resources
920 Barlow Rd.
Fort Morgan, CO 80701
(970) 542-3129
Andria.koppels@morgancc.edu

Title IX Compliance Officer:
Susan Clough
Vice President Administration & Finance
920 Barlow Rd.
Fort Morgan, CO 80701
(970) 542-3127
Susan.clough@morgancc.edu

Position Applying For:_____ Date:_____

Name _____

Address _____

City _____ State _____ Zip _____

Telephone Number _____

Ethnicity/Race: ***(Check only one)***

☐ 1 – Black or African American, Not Hispanic or Latino
☐ 2 – American Indian or Alaska Native
☐ 3 – Asian
☐ 4 – Hispanic or Latino
☐ 5 – White, Not Hispanic or Latino
☐ 6 – Native Hawaiian or Pacific Islander

Gender: ☐ Female ☐ Male

Military Service:

☐ Pre-Vietnam Era
☐ Post-Vietnam Era
☐ Vietnam Era
☐ Disabled Veteran

Are you a citizen of the United States? ☐ Yes ☐ No

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