



Life. Changing.

APPLICATION FOR EMPLOYMENT

www.indianhills.edu

Indian Hills Community College provides equal educational and employment opportunities and does not illegally discriminate on the basis of age, race, creed, color, sex, sexual orientation, gender identity, marital status, national origin, religion, genetic information or disability in its educational programs, activities or its employment and personnel policies. Inquiries or grievances related to this policy may be directed to Bonnie Campbell, Human Resources Director/Equity Coordinator, IHCC, 525 Grandview, Ottumwa, IA 52501.

Disabled applicants who need accommodations for an interview should make their request when the interview is scheduled.

IHCC's annual security report includes statistics concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by the college; and on public property within or immediately adjacent to and accessible from the campus. It also includes college policies concerning campus security. A copy of this report is available by contacting the Human Resource office or accessing the following web site. www.indianhills.edu/securityreport.

Indian Hills Community College is committed to providing a tobacco-free environment for our staff, students, constituents, and visitors to our campuses. Tobacco use is prohibited on all college campuses and property including in its building, college owned vehicles, outdoor areas, or any vehicle located on college grounds. This policy is consistent with the Iowa Smokefree Air Act. For the purpose of this policy, "tobacco" is defined as all tobacco-derived or containing products, including but not limited to any lighted or unlighted cigarette, cigar, pipe, hookah, and all forms of smokeless tobacco (chew, snuff) and any nicotine delivery device including e-cigarettes.

Return application to: Human Resource Office
Attn: EEO/AA Officer
Indian Hills Community College,
525 Grandview
Ottumwa, IA 52501

Applicants for positions that include a postsecondary education requirement should also submit a resume and transcripts. Unofficial copies may be submitted initially. Official transcripts will be required upon hire. Be as complete and accurate as possible when completing this form. Incomplete information may cause delay or inability to process your application. Professional information on this application may become public upon employment.

VOLUNTARY EQUAL EMPLOYMENT/AFFIRMATIVE ACTION SURVEY

The following information is needed for equal employment/affirmative action reporting and to see how well our recruitment efforts are reaching all segments of the population. The information will not be used for making employment decisions and will not be kept with applications for employment.

This section will be detached from the application form prior to the applicant screening process. It may also be mailed separately.

1. Position applied for (please be specific): _____

2. Where did you learn about this position?: _____

- Newspaper Advertisement (what paper) _____
- Friend/Relative Iowa Workforce IHCC employee
- IHCC Website Other website (list) _____
- Walk-in Other _____

3. Gender Male Female

4. Are you handicapped/disabled? Yes No
(physical or mental impairment which substantially limits one or more major life activities)

5. Race/Ethnicity

Are you Hispanic or Latino? Yes No

Select one or more races.

- (AM) Amer Indian/Alaskan Native (HP) Native Hawaiian/or other Pacific
Islander
- (AS) Asian (WH) White (not Hispanic)
- (BL) Black/African American

6. Age (Check One)

- (1) Under 20 (7) 46-50
- (2) 20-25 (8) 51-55
- (3) 26-30 (9) 56-60
- (4) 31-35 (10) 61-65
- (5) 36-40 (11) Over 65
- (6) 41-45

INDIAN HILLS COMMUNITY COLLEGE
APPLICATION FOR EMPLOYMENT
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Date _____

Position(s) Applying For: _____

Part Time

Full Time _____

Name _____ Social Security No. _____

Last, First, Middle

Present Address _____

City, State, Zip _____

Home Telephone (_____) _____ Business Telephone (_____) _____

Cell Phone (_____) _____ Email Address _____

Are you lawfully authorized to work in the U.S. (citizen, foreign national or lawfully authorized alien)?

Yes No

Have you ever been convicted of a crime other than a simple misdemeanor? A conviction will not automatically disqualify you for employment.

Yes No If yes, please explain: _____

EDUCATION

School	Name & Address of School	Course of Study	List Diploma or Degree
High School / Equivalent			
College or Technical Institute			
Other (specify)			

Relevant certificates, licenses, or special training: _____

National Career Readiness Certificate (NCRC) acknowledged: _____

Relevant skills, abilities, outside interests, and hobbies: _____

PERSONAL REFERENCES

Name & Occupation	Address	Phone Number

EMPLOYMENT HISTORY

CURRENT EMPLOYMENT

1	Company Name _____	Telephone _____
	Address _____	Employed (Month and Year) _____
	_____	From: _____ To: _____
	Name of Supervisor _____	Avg. HoursWorked/Week _____
	Job Title and Work Performed _____	Salary/Wage _____
_____	Reason for Leaving _____	
_____	_____	

PAST EMPLOYMENT BEGINNING WITH YOUR MOST RECENT

2	Company Name _____	Telephone _____
	Address _____	Employed (Month and Year) _____
	_____	From: _____ To: _____
	Name of Supervisor _____	Avg. HoursWorked/Week _____
	Job Title and Work Performed _____	Salary/Wage _____
_____	Reason for Leaving _____	
_____	_____	

3	Company Name _____	Telephone _____
	Address _____	Employed (Month and Year) _____
	_____	From: _____ To: _____
	Name of Supervisor _____	Avg. HoursWorked/Week _____
	Job Title and Work Performed _____	Salary/Wage _____
_____	Reason for Leaving _____	
_____	_____	

4	Company Name _____	Telephone _____
	Address _____	Employed (Month and Year) _____
	_____	From: _____ To: _____
	Name of Supervisor _____	Avg. HoursWorked/Week _____
	Job Title and Work Performed _____	Salary/Wage _____
_____	Reason for Leaving _____	
_____	_____	

5	Company Name _____	Telephone _____
	Address _____	Employed (Month and Year) _____
	_____	From: _____ To: _____
	Name of Supervisor _____	Avg. HoursWorked/Week _____
	Job Title and Work Performed _____	Salary/Wage _____
_____	Reason for Leaving _____	
_____	_____	

We may contact the employers listed above. Indicate by number the employers you would prefer we do not contact.

APPLICANT STATEMENT

Please read and sign below

I authorize Indian Hills Community College to make a thorough investigation of my past employment, education and job-related activities as well as an inquiry of criminal records. I release from all liability all persons, companies, and corporations supplying such information. I also indemnify IHCC against any liability which might result from making such investigation. Additionally, I authorize IHCC to supply my employment record in its sole discretion, in whole or in part, to any prospective employer, government agency, or other party, with an interest that IHCC deems appropriate. Falsification or misrepresentation of facts are grounds for immediate dismissal at any time. An incomplete application may not be considered for employment.

Signature of Applicant

Date