



# INDIAN HILLS COMMUNITY COLLEGE

## APPLICATION FOR EMPLOYMENT

[www.indianhills.edu](http://www.indianhills.edu)

Please read before completing the application.

Applicants for positions that include a post-secondary 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.

It is the policy of Indian Hills Community College not to discriminate in its programs, activities, or employment on the basis of race, color, national origin, sex, disability, age, sexual orientation, gender identity, creed, religion, and actual or potential family, parental or marital status. If you have questions or complaints related to compliance with this policy, please contact Associate Dean, Student Development, 525 Grandview Ave, Ottumwa, IA 52501, (641) 683-5155, [equity@indianhills.edu](mailto:equity@indianhills.edu) (students, faculty and staff); Executive Dean, Centerville Campus and Learning Services, (641) 683-5174, [learningservicesequity@indianhills.edu](mailto:learningservicesequity@indianhills.edu) (students with disabilities); or the Director of the Office for Civil Rights U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204, phone number (312) 730-1560, fax (312) 730- 1576, [ocr.chicago@ed.gov](mailto:ocr.chicago@ed.gov).

Applicants with disabilities who require special accommodations in the application or interview process should notify the Human Resources Department.

In accordance with Federal Title IV Funding Regulations and in compliance with the Clery Act Federal Regulations, Indian Hills is required to disclose specific information to current and prospective students, current and prospective employees and the general public. To comply with these regulations, Indian Hills publishes the **Annual Security and Fire Safety Report** (<http://www.indianhills.edu/about/docs/securityreport.pdf>) on the **Safety and Security** (<http://www.indianhills.edu/security>) page of the college website. The report is a reflection of our processes to review data collected from our campuses and to enhance our abilities to ensure safety and security. This report also contains registered sex offender information and the college's programs to prevent dating violence, domestic violence, sexual assault and stalking. The report is evidence that we take our role in providing a quality learning and living environment seriously. We adhere to best practices for creating and maintaining an inclusive and safe campus community. These practices include visibility and presence of security staff, a culture of awareness and early reporting of suspicious activity. If you would like a paper copy of this report, please contact the Student Development Office at (641) 683-5207. Additional disclosure information can be found on the **Consumer Information** page (<http://www.indianhills.edu/consumerinformation>) of the college website.

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 college property including in its buildings, college owned vehicles, outdoor areas, or any vehicle located on college grounds. This policy is consistent with the Iowa Smokefree Air Act.

# INDIAN HILLS COMMUNITY COLLEGE

## EMPLOYMENT APPLICATION



APPLICANT INFORMATION									
Date									
Last Name			First		M.I.		Preferred Name		
Street Address								Apartment/ Unit #	
City					State		ZIP Code		
Phone (1)		Phone (2)		E-mail Address					
Date Available to Start Work				Desired Salary					
Position(s) Applying for									
Do you have the legal right to work in the United States? (Proof of citizenship or immigration status will be required upon employment.)				YES	NO				
Have you worked for Indian Hills before?				YES	NO	If so, when?			
Have you ever been convicted of a felony?				YES	NO	If yes, explain			
EDUCATION (Please include highest degree completed)									
High School							Did you graduate?	YES	NO
College	Major					Did you graduate?	YES	NO	
Graduate	Major					Did you graduate?	YES	NO	
Other (Trade, Business, or Technical)	Major					Did you graduate?	YES	NO	
Relevant certificates, licenses, or special training									
REFERENCES									
<i>Please list three professional references.</i>									
Full Name				Relationship					
Person's Title					Phone				
Company & Address									
Full Name				Relationship					
Person's Title					Phone				
Company & Address									
Full Name				Relationship					
Person's Title					Phone				
Company & Address									

**PREVIOUS EMPLOYMENT (START WITH CURRENT OR MOST RECENT)**

Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	

May we contact your previous supervisor for a reference?      YES      NO

Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	

May we contact your previous supervisor for a reference?      YES      NO

Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	

May we contact your previous supervisor for a reference?      YES      NO

**DISCLAIMER AND SIGNATURE**

I CERTIFY THAT THE INFORMATION I HAVE GIVEN IS COMPLETE, TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I FURTHER AFFIRM THAT I HAVE NOT KNOWINGLY WITHHELD ANY FACTS OR CIRCUMSTANCES IN COMPLETING THIS APPLICATION. I UNDERSTAND THAT ANY MISREPRESENTATION OF INFORMATION BY ME MAY CANCEL THIS APPLICATION, OR BE CAUSE FOR MY TERMINATION IN THE EVENT I AM EMPLOYED BY INDIAN HILLS COMMUNITY COLLEGE. I CONSENT TO REFERENCE, FORMER EMPLOYER, EDUCATIONAL INSTITUTION, AND LICENSURE/CERTIFICATION AGENCY BEING CONTACTED REGARDING INFORMATION PERTINENT TO MY EMPLOYMENT, QUALIFICATION, AND/OR EDUCATIONAL HISTORY GIVEN ON THIS APPLICATION, AND I RELEASE THEM FROM LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM DISCLOSING THIS INFORMATION. I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION FOR EMPLOYMENT AS MAY BE NECESSARY IN ARRIVING AT AN EMPLOYMENT DECISION. I UNDERSTAND THAT IF OFFERED A POSITION WITH INDIAN HILLS COMMUNITY COLLEGE, I MAY BE REQUIRED TO SUBMIT TO A BACKGROUND CHECK AS A CONDITION OF EMPLOYMENT. I UNDERSTAND THAT UNSATISFACTORY RESULTS OR REFUSAL TO COOPERATE WITH THESE PRE-EMPLOYMENT CHECKS WILL RESULT IN WITHDRAWAL OF ANY EMPLOYMENT OFFER OR TERMINATION OF EMPLOYMENT IF ALREADY EMPLOYED. I UNDERSTAND THAT THIS APPLICATION IS NOT A CONTRACT OF EMPLOYMENT. I UNDERSTAND THAT IF I AM HIRED, THE EMPLOYMENT RELATIONSHIP BETWEEN THE COLLEGE AND ME IS "AT WILL". THAT IS, THE RELATIONSHIP CAN BE SEVERED BY EITHER THE COLLEGE OR MYSELF, AT ANY TIME FOR ANY REASON. I UNDERSTAND THAT THE IMMIGRATION AND CONTROL ACT OF 1986 (PUBLIC LAW #99-603) REQUIRES THAT ALL NEW EMPLOYEES MUST PROVIDE DOCUMENTS PROVING THEIR U.S. CITIZENSHIP OR THEIR AUTHORIZED ALIEN WORK STATUS TO BEGIN EMPLOYMENT. I FURTHER UNDERSTAND THAT ALL JOB OFFERS ARE CONDITIONAL ON THE PRODUCTION OF SATISFACTORY DOCUMENTATION, AS REQUIRED BY THIS LAW.

By signing below I acknowledge that I have read, understood and agree to the above statements. If this is being submitted by electronic means, I understand that typing my name in the signature line acts as my signature and acknowledgement that I have read, understood and agree to the above statements.

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