



# Independence Community College

## Application for Employment

Date: \_\_\_\_\_ Position Applying for: \_\_\_\_\_

Independence Community College is part of the Kansas Public Employees Retirement System (KPERS), and as such, the college is required to pay nearly 16% of gross wages for each employee who is receiving retirement pay through KPERS and who also works full time at ICC. The college pays the amount owed to KPERS, but that cost is passed along to the employee through means of a payroll deduction. An example of what that impact is for an employee would be: if a KPERS retiree hires on full time at ICC with a starting monthly salary of \$2,667, this employee can expect to have nearly \$427 deducted from his or her monthly paycheck to be paid to KPERS. The amount paid to KPERS will maintain the same 16% rate as the employee's pay changes, or as KPERS changes through its directives. The employee will gain no additional time or credit from KPERS for any amount paid in post-retirement work at ICC.

### APPLICANT INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### GENERAL INFORMATION

How did you learn about this position? \_\_\_\_\_

Have you ever worked for ICC before? \_\_\_\_ Yes \_\_\_\_ No If yes, when? \_\_\_\_\_

Are you related to anyone now employed at ICC? \_\_\_\_ Yes \_\_\_\_ No If yes, provide name: \_\_\_\_\_

Are you legally authorized to work in the United States? \_\_\_\_ Yes \_\_\_\_ No

(ICC will not pay any fees associated with a work visa, nor will ICC process or submit the requisite documentation required to obtain or maintain any visa for an employee or a prospective employee)

Have you ever been convicted of crime? \_\_\_\_ \*Yes \_\_\_\_ No \*If yes, when/where? \_\_\_\_\_

\*If yes, attach a statement giving full explanation (exclude minor traffic violations). Conviction does not necessarily disqualify you from further consideration for employment. The college will request a criminal offender record check on all applications for some positions, including those that involve work with minors, driving, security-related positions, or those dealing with financial matters. A MOTOR VEHICLE RECORD (MVR) WILL BE REQUIRED OF FINALISTS FOR POSITIONS WHERE DRIVING COLLEGE VEHICLES IS PART OF THE JOB DESCRIPTION.

### EDUCATION

List all diplomas/certificates/degrees with most recent first

Name of Institution	Location	Major	Minor	Degree
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_____	_____	_____	_____	_____
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### NOTICE OF NONDISCRIMINATION

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment and all unions or professional organizations holding negotiated agreements or professional agreements with the institution are hereby notified that this institution does not discriminate on the basis of race, religion, color, national origin, sex, gender identity, sexual orientation, age, tenure, or disability in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning Independence Community College's compliance with the regulations implementing Title VI, Title IX and Americans with Disability Act of 1990 is directed to contact the Human Resource Office.

### APPLICANT CERTIFICATION AND RELEASE AUTHORIZATION

By my signature below, I hereby certify that this application (both sides) and any other materials I submit contain no misrepresentation or falsifications and are accurate and complete. I understand that misrepresentation or omission of facts called for in this application, whether intentional or unintentional, is cause for cancellation of the application and/or termination from employment. I also authorize ICC to make any investigations it deems appropriate to verify the information contained herein.

Date: \_\_\_\_\_ Signature of Applicant \_\_\_\_\_

### RETURN COMPLETED APPLICATION TO:

Human Resource Office  
Independence Community College  
P.O. Box 708  
Independence, KS 67301  
Fax: (620) 332-5657, Email: jobs@indycc.edu

## EMPLOYMENT HISTORY

May Independence Community College contact your present employer(s)? ☐ Yes ☐ No

If no, identify\_\_\_\_\_

Below, please list your work experience, beginning with your present or most recent position. Describe each position separately. Give special attention to experience relating to the position for which you are applying. Attach additional sheets if necessary. Also, any involuntary termination(s) of employment must be fully explained.

Last or present employer	Phone	Job Title	Reason for Leaving:			
Address	City	State,	Zip	Date Started Mo. Yr.	Date Ended Mo. Yr.	
Full time <input type="checkbox"/>	Part time <input type="checkbox"/>	Name of Supervisor:		No. employees you supervised:		
Describe Specific Duties:						

Previous employer	Phone	Job Title	Reason for Leaving:			
Address	City	State,	Zip	Date Started Mo. Yr.	Date Ended Mo. Yr.	
Full time <input type="checkbox"/>	Part time <input type="checkbox"/>	Name of Supervisor:		No. employees you supervised:		
Describe Specific Duties:						

Previous employer	Phone	Job Title	Reason for Leaving:			
Address	City	State,	Zip	Date Started Mo. Yr.	Date Ended Mo. Yr.	
Full time <input type="checkbox"/>	Part time <input type="checkbox"/>	Name of Supervisor:		No. employees you supervised:		
Describe Specific Duties:						

Previous employer	Phone	Job Title	Reason for Leaving:			
Address	City	State,	Zip	Date Started Mo. Yr.	Date Ended Mo. Yr.	
Full time <input type="checkbox"/>	Part time <input type="checkbox"/>	Name of Supervisor:		No. employees you supervised:		
Describe Specific Duties:						

## REFERENCES OTHER THAN SUPERVISORS NAMED ABOVE

Name	Position	Address	City	State	Phone
1.	_____				
2.	_____				
3.	_____				

Independence Community College is committed to continuous quality improvement through the AQIP accreditation process with the Higher Learning Commission (HLC) of the North Central Association of Colleges and School. The Commission welcomes comments from third parties about institutions being evaluated for accreditation.  
The Higher Learning Commission  
30 North LaSalle Street, Suite 2400  
Chicago, IL 60602