

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: () E-mail Address: _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Are you willing to relocate? YES NO If no, why?

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: Address: _____
 From: To: Did you graduate? YES NO Degree: _____

College: Address: _____
 From: To: Did you graduate? YES NO Degree: _____

Other: Address: _____
 From: To: Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____
 Company: _____ Phone: ()
 Address: _____

Full Name: _____ Relationship: _____
 Company: _____ Phone: ()
 Address: _____

Full Name: _____ Relationship: _____
 Company: _____ Phone: ()
 Address: _____

Previous Employment

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

Skills and Qualifications (List those pertaining to position for which you are applying)

Skills: _____
Computer Skills: _____
List any special accomplishments: _____

Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.
If this application leads to employment, I understand that false or misleading information in my application or interview
may result in my release.*

Signature: _____ Date: _____

Consumer Information

As an institution who participates in the Federal Student Aid program, consumer information is available on the CCC website at www.coffeyville.edu. Upon request to the financial aid office, a paper copy of any desired document will be made available. Consumer Information includes:

- Annual Campus Security Report
- Financial Aid Assistance Information
- Academic programs and policies
- Graduation and completion rates
- Summary of the Equity in Athletic Report

Coffeyville Community College strives to provide a safe and secure environment for its campus community members. Each year, CCC publishes an Annual Security and Fire Safety Report which discusses topics such as crime prevention, to whom crime reports should be filed, resources for victims of crimes, emergency procedures, and other matters of importance related to security and safety at CCC. The report also contains statistics for specific crimes reported to have occurred on certain property owned or controlled by the College over the past three calendar years. This report is available on the CCC website at:

Coffeyville Main Campus: <http://www.coffeyville.edu/securityreportmaincampus>

Coffeyville Technical Campus: <http://www.coffeyville.edu/securityreportcoffeyvilletech>

Columbus Technical Campus: <http://www.coffeyville.edu/securityreportcolumbus>

If you would like to receive a hard copy of the report at no charge, you may do so by making a request to the Vice President for Operations and Finance at 620-252-7177, morris.jeff@coffeyville.edu or the Business Office located on the second floor of the Student Union.