



Application for Employment

1550 Clarke Drive
 Dubuque, IA 52001-3198
 We are an Equal Opportunity Employer

Please print in ink. You must complete the entire application. **Date:**

Applicant Information			
Name (first,middle, last)		Day Telephone/ Evening Telephone	
Address		Email Address	
City, State, Zip Code		Social Security #	
Are there other names under which you have worked or attended school? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list for reference checking purposes.			
Are you legally authorized to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No (If hired, you will be required to provide proof of work authorization.)			
Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, your employment will be subject to verification that you meet state/ federal minimum age requirements for the type of work you are applying for and have obtained a valid work permit.			
Have you ever been convicted of a crime or pleaded no contest for any offense or violation other than minor traffic violations? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes , explain 1) nature of crime, 2) date of conviction, and 3) state in which convicted. (Convictions are not an automatic bar to employment.)			
Do you have the ability to perform the essential functions of this job, with or without accomodations? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you ever applied at Clarke College before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when:		Have you ever worked at Clarke College before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when:	
Position Applying For	Part-Time or Full-Time Desired	Salary Preference	Shift Preference
When can you start?			
How were you referred to the company? Agency <input type="checkbox"/> Walk-in <input type="checkbox"/> School <input type="checkbox"/> Friend/Relative <input type="checkbox"/> Newspaper <input type="checkbox"/> Internet <input type="checkbox"/> Other <input type="checkbox"/>			

Special Skills

1. If relevant, please describe word processing speed, software knowledge, and office equipment experience.

2. If relevant, please describe experience in higher education.

Education

School	Name and Location (city,state)	No. Years Attended	Major subjects	Diploma or Degree Recieved
High				
College				
Graduate				
Other (specify)				

Training and Development

List any relevant training programs completed:

Course/Seminar	Content	Date Completed

Employment History (start with most recent; use separate sheet if necessary)

Name of Employer		Telephone ()
Address		City, State, Zip code
Job Title	Employment Dates (month and year)	
Name of Immediate Supervisor	From:	To:
Description of Duties	May we contact as a reference?	
	Yes ___ No ___	
Salary- start	Salary- end	Reason for leaving

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Employment References

List individuals familiar with your job qualifications (no relatives or personal friends).

Name	Day Telephone ()
	Evening Telephone ()
Address	Relationship-
	How long known?
Name	Day Telephone ()
	Evening Telephone ()
Address	Relationship-
	How long known?
Name	Day Telephone ()
	Evening Telephone ()
Address	Relationship-
	How long known?

Please Read Carefully Before Signing This Form

1. All information contained in this application is true and correct to the best of my knowledge and belief. I understand that misrepresentations or omissions of any kind may result in denial of employment or be cause for subsequent dismissal if I am hired.
2. I authorize the company the company to investigate my responses on this application and contact any or all of my former employers or any individuals familiar with me or my employment background for the purpose of verifying any information I have provided and/or for the purpose of obtaining any information, whether favorable or unfavorable, about me or my employment. I voluntarily and knowingly fully release and hold harmless any person or organization that provides information pertaining to me or my employment.
3. I understand that if offered a position at Clarke College, a background check may be required as a condition of employment. I understand that unsatisfactory results or refusal to cooperate with pre-employment checks may result in withdrawal of any employment offer or termination if already employed.
4. Finally, I understand that nothing is this application is intended to create an employment contract and that a job offer is not final until all hiring conditions have been met and all required approvals have been obtained.

Date

Signature

Please Print Your Name

Clarke College is an Affirmative Action/Equal Opportunity Employer
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In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Clarke will be based on merit, qualifications, and abilities. Clarke does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity or any other characteristic protected by law.

Clarke College, in willing compliance with the Clery Act (Public Law 101-542) publishes annual crime statistics. This report is meant to aid members of the college community, as well as prospective members, to understand and take appropriate measures to promote a safe learning community at Clarke College. A complete report is available on our website - www.clarke.edu - or from the HR Office upon request.