



IVY TECH COMMUNITY COLLEGE OF INDIANA EMPLOYMENT APPLICATION

PERSONAL DATA

Date _____

 Last Name First Name Middle Name Social Security Number

 Permanent Address City State Zip Code Home Phone Number

 Mailing Address – if different from above Work Phone Number

 Position for which you are applying Full-Time _____ Part-Time _____ Salary Expected Date Available

Have you previously been employed by the College? _____ Location _____ Date _____

Have you ever been convicted of a crime other than a minor traffic offense? Yes No
 (A conviction will not necessarily disqualify you from the job for which you are applying. A conviction will be judged on its own merits with respect to time, circumstances, and seriousness.)

If yes, please explain: _____

Do you have the legal right to live and work in the U.S.? Yes No

How were you referred to the College? Internal Posting External Advertisement Please Specify: _____

EDUCATION

	Print Name, address, city, state, and zip code for each school listed.	Years Completed	Degree, Major, or Type of Course
High School	_____ _____ _____	_____	_____
Technical/Community College	_____ _____ _____	_____	_____
College or University	_____ _____	_____	_____
Graduate School	_____ _____	_____	_____
Other	_____ _____	_____	_____

EMPLOYMENT HISTORY

Begin with current or most recent position first.

Name and Address of Employer	Hire Date _____ Termination Date _____
	Present or
	Title _____ Last Salary: _____
	Reason for Leaving:
Phone:	Briefly describe your duties:
Supervisor:	
Name and Address of Employer	Hire Date _____ Termination Date _____
	Present or
	Title _____ Last Salary: _____
	Reason for Leaving:
Phone:	Briefly describe your duties:
Supervisor:	
Name and Address of Employer	Hire Date _____ Termination Date _____
	Present or
	Title _____ Last Salary: _____
	Reason for Leaving:
Phone:	Briefly describe your duties:
Supervisor:	

Please return to the Human Resource Office.

Please read the following carefully.

I understand that I am certifying that my statements on this application are true and complete. Ivy Tech will rely upon my statements as the full truth. Any FALSIFICATION of information in this application will result in my termination regardless of the date of discovery. Also, any OMISSION of information that would have resulted in a decision not to offer employment to me will result in my termination regardless of the date of discovery.

I understand it is my responsibility to provide documentation of credentials as determined by College Human Resource personnel at my own expense.

I authorize persons, schools, my current employer (if applicable), and previous employers and organizations named in this application (and accompanying resume, if any) to provide any relevant information that may be required to arrive at an employment decision.

Signature_____
Date