

**Employment Application**  
**Labette Community College**  
**200 S 14<sup>th</sup> Street**  
**Parsons KS 67357**  
[www.labette.edu](http://www.labette.edu)



**An Equal Opportunity Employer**  
 Return to the office of Human Resources  
 Student Union Building, RM SU207

Name (as appears on Driver's License or SS Card)	Date
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Street
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City	State	Zip
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Telephone No. Work including area code: Home including area code: Cell including area code:	E-mail address	May we contact you at your place of employment?
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<b>Mark Referral Source: Advertisement – LCC Website, Other Website: please name, Newspaper: please name, Employee, Relative, Friend, Walk In, Other not shown -</b>
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Type of Work or Position Desired:
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Do you wish to work: Full Time      Part Time	Date available for work	Have you been employed at LCC before?
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Do any of your relatives work at LCC? If so, please explain.
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Have you previously applied for employment at LCC? If yes, when and what position.
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Have you ever been dismissed or asked to resign from previous job?	If yes, when and for what reason?
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Are you legally authorized to work in the United States?	Yes      No
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Have you ever been convicted of, or pleaded guilty or "no contest" to, any felony offense? If yes, briefly explain (a "yes" response will not automatically disqualify you from employment).	Yes  No	If yes, explanation:
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**\* AN EQUAL OPPORTUNITY EMPLOYER \***

## EDUCATION & TRAINING

Name , Address, City & State for each School Listed	Years Completed & dates of attendance	Degree, Major, or Type of Course or Training
High School		
Community College		
College/ University		
Other Education		

**List trade or professional organizations of which you are a member below. Include office held if applicable and professional licenses and certification you consider significant. List specialized training, if appropriate, e.g. keyboarding, (including years of study) apprenticeships, or skills not already indicated. (Do not include information that provides evidence of race, color, religion, sex, national origin, age, marital status, ancestry, or disabilities.**

## PROFESSIONAL REFERENCES (Not Employers or Relatives - At Least Three)

Name, Address, City, ST, Zip, E-mail	Occupation	Telephone
1.		
2.		
3.		

## EMPLOYMENT HISTORY (Start with your present or most recent employer.)

List present or most recent employer first.

Employer	Employed	Telephone	Your Salary
Address, City, ST & Zip	From (Mo/Yr)	Supervisor's Name and phone number	
	To (Mo/Yr)	Your Job Title	

Start	End	Duties
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Reason for Leaving



Employer	Employed	Telephone	Your Salary
Address, City, ST & Zip	From (Mo/Yr)	Supervisor's Name and phone number	
	To (Mo/Yr)	Your Job Title	

Start	End	Duties
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Start	End	Duties	
Reason for Leaving			
Employer		Employed	Telephone
Address, City, ST & Zip		From (Mo/Yr)	Supervisor's Name and phone number
		To (Mo/Yr)	Your Job Title
Start	End	Duties	
Reason for Leaving			
<p>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 also agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date in the event I am employed by Labette Community College.</p> <p>I authorize persons, schools, my current or previous employers, and other 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.</p> <p>I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.</p>			
APPLICANT'S SIGNATURE			DATE
<p>Labette Community College in compliance with federal and state laws, regulations and nondiscrimination, does not discriminate on the basis of race, color, religion, national origin, sex, age, or qualified handicapped in its education programs, activities, recruitment, admissions, or employment as required by Titles VI, VII, IX, and Section 504 of the Rehabilitation Act of 1973. Inquiries should be directed to: Director of Human Resources, Labette Community College, 200 South 14th Street, Parsons, KS 67357. Telephone (620) 421-6700 extension 1234, e-mail hr@labette.edu.</p>			