

Employment Application
Labette Community College
200 S 14th Street
Parsons, KS 67357
www.labette.edu



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

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

Education and Training

Name, Address, City and 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 of 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, State , Zip, Email	Occupation	Phone
1.		
2.		
3.		

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

Employer	Employed Yes No	Telephone	Salary
Address, City, State and Zip	From (Mo/Yr)	Supervisor's Name and Phone Number	
	To (Mo/Yr)	Your Job Title	
Duties			
Reason for Leaving			

Employer	Employed Yes No	Telephone	Salary
Address, City, State and Zip	From (Mo/Yr)	Supervisor's Name and Phone Number	
	To (Mo/Yr)	Your Job Title	
Duties			
Reason for Leaving			

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	To (Mo/Yr)	Your Job Title	
Duties			
Reason for Leaving			

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.

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.

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.

By checking this box and typing my name below, I am electronically signing this application.

Applicants Signature

Date

Labette Community College in compliance with federal and state laws, regulations and nondiscrimination, does not discriminate on the basis of race, color, religion, gender identity, sexual orientation, national origin, age, marital status, ancestry, genetic information, and 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.