

APPLICANT INFORMATION SHEET

Instructions – Please read before completing form.

The information requested on this form is solely for statistical reporting purposes in the implementation of nondiscrimination provisions of Federal and state law and our affirmative action program. Should you become an employee of Aims Community College this form must be completed. Prior to that time, your provision of this information is optional. Your decision not to complete this form will not affect consideration of your application for employment. Thank you in advance for your time and cooperation.

Position: _____ (Title as per job announcement)	Aims ID: _____ (Completed by Human Resources)
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Part I. Personal Information

Name (Last, First, MI) _____	How did you hear about this opportunity? <input type="checkbox"/> Chronicle of Higher Education <input type="checkbox"/> Aims website <input type="checkbox"/> Hispanic Assoc. of Colleges & Universities (HACU) <input type="checkbox"/> Nations Job <input type="checkbox"/> Walk In <input type="checkbox"/> Other _____ _____	
Address _____		
City/State/Zip Code _____		
<table style="width: 100%;"> <tr> <td style="width: 50%;">E-mail Address _____</td> <td style="width: 50%;">Phone Number _____</td> </tr> </table>		E-mail Address _____
E-mail Address _____	Phone Number _____	

Part II. Regulated Information

Male <input type="checkbox"/> Female <input type="checkbox"/> Birth Date _____	Citizen of the United States: Yes <input type="checkbox"/> No <input type="checkbox"/>
Disability: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please describe: _____	Veteran: Yes <input type="checkbox"/> No <input type="checkbox"/> Dates of service: _____ to _____
Race: <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> White (Caucasian) <input type="checkbox"/> American Indian/Alaskan Native Enrolled or Principal tribe _____ <input type="checkbox"/> Asian Indian <input type="checkbox"/> Chinese <input type="checkbox"/> Filipino <input type="checkbox"/> Japanese <input type="checkbox"/> Korean <input type="checkbox"/> Vietnamese <input type="checkbox"/> Other Asian Race _____ <input type="checkbox"/> Native Hawaiian <input type="checkbox"/> Guamanian or Chamorro <input type="checkbox"/> Samoan <input type="checkbox"/> Other Pacific Islander Race _____	Ethnicity: <input type="checkbox"/> Mexican, Mexican American, Chicano <input type="checkbox"/> Puerto Rican <input type="checkbox"/> Cuban <input type="checkbox"/> Other Spanish/Hispanic/Latino <input type="checkbox"/> No, not Spanish/Hispanic/Latino Marital Status: <input type="checkbox"/> Divorced <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Separated <input type="checkbox"/> Widowed Check Highest Degree of Education: <input type="checkbox"/> High School diploma/GED <input type="checkbox"/> Associate's <input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's Doctorate: PhD <input type="checkbox"/> EdD <input type="checkbox"/> Major in Area of Highest Degree: _____ Highest Degree Awarded By: _____

Signature of Applicant _____

Date _____

APPLICATION FOR EMPLOYMENT

Instructions – Please read before completing application.

Complete this application in its entirety. If a particular item does not apply to you, write “NA” (Not Applicable). A resume or curriculum vitae will not be accepted in lieu of a completed application. Applications that are largely left blank or have “see resume or curriculum vitae” will not be processed.

False information will result in rejection of the application and will render the applicant ineligible for future consideration. If employed, separation of employment will occur if any falsehood of information is later discovered.

Reference and/or background checks will be conducted. Applicants will be asked to comply with procedures to complete this process. Unwillingness to comply with reference and/or background check protocol will result in disqualification from screening/selection process.

Please print legibly except where signature is required. Provide and reference attachment(s), if you do not have enough room on this application form.

Position: _____ <small>(Title as per job announcement)</small>	Aims ID: _____ <small>(Completed by Human Resources)</small>
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Part I. Personal Information

Name (Last, First, MI)	
Address	Home Phone Number with Area Code
City/State/Zip Code	Business Phone Number with Area Code
E-mail Address	Fax Number with Area Code

Are you seeking: Full-time or Part-time employment?

Some positions may require a day, evening, and/or weekend schedule. Will you be able to accommodate such a schedule? Yes No

If no, please provide preferred schedule: _____

If hired, when would you be available to begin employment? _____

Are you 18 years of age or older?.....Yes No

If hired can you furnish proof you are eligible to work in the U. S?.....Yes No

Have you ever been employed with Aims Community College?.....Yes No

Have you worked or attended school under any other name?.....Yes No

If yes, give name: _____

Have you ever been involuntarily let go from a job or asked to resign?.....Yes No

If yes, please attach a separate page explaining the situation.

Have you ever been convicted and/or pled guilty to any civil or criminal violation other than minor traffic incidents?.....Yes No

If yes, please attach a separate page explaining the situation.



Part II. Education

List all post-secondary education and/or training (**College, University, Technical Institution, Trade School or Military Education**), starting with most recent. Under "Total Credits" please provide total earned credits and indicate whether semester or quarter hours.

<u>Name of Institution/Location</u>	<u>Major</u>	<u>Total Credits</u>	<u>Degree Awarded</u>	<u>Dates Attended</u>

Part III. Additional Skills/Certification/Licensure

Fluency in Languages Other Than English:

Language	Read	Write	Speak	Language	Read	Write	Speak	Language	Read	Write	Speak

Licenses and Certificates – related to the position for which you are applying:

_____	_____	_____	_____
License/Certificate Name	State Issued By	License/Certificate #	Expiration Date
_____	_____	_____	_____
License/Certificate Name	State Issued By	License/Certificate #	Expiration Date

Skills and/or Additional Training -- related to the position for which you are applying:

Professional, Trade, Business or Civic Activities and Offices Held:

Exclude labor organizations and memberships, which could reveal race, color, religion, national origin, sex, age, disability, or other protected status.

Part IV. Employment History

Fill in completely do NOT indicate "See Resume" (per Instructions). Be prepared to account for breaks in employment. Complete employment history in chronological order with most recent employment first. **Faculty/instructor** employment history, include contact hrs/wk for part-time employment in the space provided and teaching discipline(s) and/or course(s) taught in the "Duties" block.

1. Employer Name		Employer Address		Supervisor(s) Name	
Position/Title		City/State/Zip		Supervisor(s) Title	
<input type="checkbox"/> Full Time or <input type="checkbox"/> Part Time	Salary		Dates Employed (mo/yr)		Supervisor(s) Phone
	Start	End	From	To	
Hours/week (Non-instruction) _____					
Contact Hrs/Wk (Instruction) _____					
Duties					
Reason for leaving					

2. Employer Name		Employer Address		Supervisor(s) Name	
Position/Title		City/State/Zip		Supervisor(s) Title	
<input type="checkbox"/> Full Time or <input type="checkbox"/> Part Time		Salary Start End		Dates Employed (mo/yr) From To	
Hours/week (Non-instruction) _____ Contact Hrs/Wk (Instruction) _____					
Duties					
Reason for leaving					

3. Employer Name		Employer Address		Supervisor(s) Name	
Position/Title		City/State/Zip		Supervisor(s) Title	
<input type="checkbox"/> Full Time or <input type="checkbox"/> Part Time		Salary Start End		Dates Employed (mo/yr) From To	
Hours/week (Non-instruction) _____ Contact Hrs/Wk (Instruction) _____					
Duties					
Reason for leaving					

4. Employer Name		Employer Address		Supervisor(s) Name	
Position/Title		City/State/Zip		Supervisor(s) Title	
<input type="checkbox"/> Full Time or <input type="checkbox"/> Part Time		Salary Start End		Dates Employed (mo/yr) From To	
Hours/week (Non-instruction) _____ Contact Hrs/Wk (Instruction) _____					
Duties					
Reason for leaving					

Part V. Professional References

	1. Reference	2. Reference	3. Reference	4. Reference
Name				
Institution/Company				
Job Title/Relationship				
Telephone #				

Part VI. Philosophy on Diversity

Please provide a statement regarding your philosophy of diversity and tell us about your experience working with a diverse population. You may use space provided on page 4, or attach an additional sheet.

Part VII. Philosophy on Education (Faculty/Instructor Applicants ONLY)

Please provide a statement addressing your personal philosophy of education, your philosophy toward the community college, and philosophy in relation to the role of faculty in the community college. You may use the space provided on page 4, or attach an additional sheet.

I affirm that the statements on this application (including attachments) are true and understand that falsification of information will result in disqualification and/or dismissal.

Signature of Applicant

Date

Supplemental Sheet for Part VI & VII.

