



# APPLICATION FOR EMPLOYMENT

Clark State Community College is committed to assuring equal opportunity to all persons and does not discriminate on the basis of race, color, sex, gender, ethnicity, religion, sexual orientation, ancestry, age, marital status, veteran status, socio-economic status, or physical or mental disability and any other protected group status as defined by law or College policy in its educational programs, activities, admissions, or employment practices as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and other applicable statutes.

**INSTRUCTIONS: Applicants must furnish complete and accurate information. Even when submitting a resume, this Application must also be fully completed. In responding to questions on this Application, you may attach an additional sheet(s) of paper should the space provided not allow adequate space for your information. If you cannot respond to an item, please include an explanation for not responding.**

**Incomplete applications will not be considered for employment.**

## **GENERAL INFORMATION:**

**INTERNAL APPLICANT**       **EXTERNAL APPLICANT**

Application Date: \_\_\_\_\_

Name: \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street City State Zip

Ph. #: Home (\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_

For which position(s) are you applying? \_\_\_\_\_

Are you over 18 years of age? Yes  No  If "**No**", state age: \_\_\_\_\_

(If "**No**", Employment is subject to verification that you are of legal age to work.)

---

Are you available for: Full-time  Part-time  Date available to start: \_\_\_\_\_

Have you ever or do you currently work for Clark State? Yes  No  If "**Yes**", when? \_\_\_\_\_

Which Dept.? \_\_\_\_\_ Position Title? \_\_\_\_\_

Supervisor? \_\_\_\_\_

Do you have any relatives currently employed with Clark State? Yes  No

If yes, who? \_\_\_\_\_ Relationship? \_\_\_\_\_

---

Have you ever been convicted of or plead guilty to a misdemeanor or felony, i.e. other than minor traffic violations?

Yes  No  If "**Yes**", explain: \_\_\_\_\_

---

**(Convictions do not automatically eliminate applicants from employment with Clark State Community College)**

**MILITARY SERVICE INFORMATION:**

Are/Were you in the U.S. Armed Forces? Yes  No  Branch: \_\_\_\_\_

Length of Service: From: \_\_\_\_\_ to: \_\_\_\_\_ Rank at discharge: \_\_\_\_\_

Describe any special job related training received relating to position applied for: \_\_\_\_\_

---

**EDUCATION:**

**High School:** \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Did you graduate? Yes  No  If no, have you received your GED? Yes  No

**College:** \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Major: \_\_\_\_\_ Dates Attended: \_\_\_\_\_

Did you graduate? Yes  No  Degree received: \_\_\_\_\_

**Graduate, Trade, Business, or Correspondence School:** \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Major: \_\_\_\_\_ Dates Attended: \_\_\_\_\_

Did you graduate? Yes  No  Degree/Certification received: \_\_\_\_\_

Are you currently enrolled in school? Yes  No  Indicate # years experience with computers: \_\_\_\_\_

List Software that you have working knowledge of: \_\_\_\_\_

---

**EMPLOYMENT HISTORY:**

Starting with your present or last job, account for all periods of time, unemployment and military service included. (All Applicants Must Account For The Last 10 Years.) Even if you mark "no" and indicate you prefer we not contact your current employer at this time, your current or most recent employer may be contacted after a job offer has been made and accepted.

**1.) Current/Most Recent Employer:** \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Position Held: \_\_\_\_\_ Full-Time  Part-Time

Job Duties & Responsibilities: \_\_\_\_\_

Employed From: \_\_\_\_\_ To: \_\_\_\_\_ Start Salary: \_\_\_\_\_ Final Salary: \_\_\_\_\_ mo/yr

Reason for Leaving: \_\_\_\_\_

May we contact this employer? Yes  No  If "No", please explain: \_\_\_\_\_

**2.) Employer:** \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Position Held: \_\_\_\_\_ Full-Time  Part-Time

Job Duties & Responsibilities: \_\_\_\_\_

Employed From: \_\_\_\_\_ To: \_\_\_\_\_ Start Salary: \_\_\_\_\_ Final Salary: \_\_\_\_\_ mo/yr

Reason for Leaving: \_\_\_\_\_

May we contact this employer? Yes  No  If "No", please explain: \_\_\_\_\_

**3.) Employer:** \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Position Held: \_\_\_\_\_ Full-Time  Part-Time

Job Duties & Responsibilities: \_\_\_\_\_

Employed From: \_\_\_\_\_ To: \_\_\_\_\_ Start Salary: \_\_\_\_\_ Final Salary: \_\_\_\_\_ mo/yr

Reason for Leaving: \_\_\_\_\_

May we contact this employer? Yes  No  If "No", please explain: \_\_\_\_\_

Have you ever been discharged? Yes  No  If "Yes", please explain: \_\_\_\_\_

Summarize your skills and experience that qualifies you for the position(s) you are seeking: \_\_\_\_\_

**VETERANS AND PERSONS WITH DISABILITIES:**

Section 402 of the Vietnam Era Veterans Readjustment Act of 1974 requires affirmative action to employ and advance in employment qualified veterans and veterans with a disability of the Vietnam Era. Section 504 of the Rehabilitation Act of 1973, as amended, requires affirmative action to employ and advance in employment qualified individuals with disabilities.

If you are a veteran and/or have a physical or mental disability, you are invited to volunteer this information. The purpose is to provide information regarding proper placement and appropriate accommodation to enable you to perform the job in a proper and safe manner. This information will be treated as confidential. Failure to provide this information will not jeopardize or adversely affect any consideration you may receive for employment.

If you wish to be identified, please sign below.    Disability    Veteran with disability    Vietnam era

Signature \_\_\_\_\_

**EMERGENCY NOTIFICATION:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Ph. #: Home (\_\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_\_) \_\_\_\_\_

**REFERENCES:**

**Please list 3 professional references (No relatives please)**

**1.) Name:** \_\_\_\_\_ **Association:** \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Ph. #: Home (\_\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_\_) \_\_\_\_\_ Years Acquainted: \_\_\_\_\_

**2.) Name:** \_\_\_\_\_ **Association:** \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Ph. #: Home (\_\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_\_) \_\_\_\_\_ Years Acquainted: \_\_\_\_\_

**3.) Name:** \_\_\_\_\_ **Association:** \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Ph. #: Home (\_\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_\_) \_\_\_\_\_ Years Acquainted: \_\_\_\_\_



# CONDITIONS OF EMPLOYMENT AT CLARK STATE COMMUNITY COLLEGE:

I, \_\_\_\_\_, hereby affirm that the information provided in this Application (and accompanying resume, if any) is true and complete to the best of my knowledge. I also understand that falsified information, significant omissions, or misrepresentations may disqualify me and may be considered sufficient justification for dismissal if discovered at a later date. When I responded to questions on this Application, I continued on a separate sheet of paper and attached it to this Application when I required more space to fully answer all questions.

I authorize a thorough employment background investigation and agree to cooperate in such investigations. I agree to release, from all liabilities or responsibilities, all persons, agencies, and corporations requesting or supplying such information. If employed, I release Clark State Community College from any liability for future references it may provide regarding my work history at the College.

I understand that if employed, I will receive a letter of employment containing conditions of employment and will pledge to preserve in strictest confidence any sensitive information concerning Clark State Community College and/or its stakeholders, which comes to my knowledge through my position. I understand that nothing contained in this employment application or in the granting of any interview is intended to create an employment contract between Clark State Community College and myself for either employment or for the providing of any benefit. No promises regarding employment have been made to me and I understand that no such promise is binding upon Clark State Community College unless made in writing by the President or Director of Human Resources of Clark State Community College. If an employment relationship is established, I understand that the relationship will be "Employment at will" and I have the right to terminate my employment at any time with or without notice, and Clark State Community College retains a similar right.

I agree that any inventions, publications, and/or patents, etc. I produce, develop, or create while working as a Clark State Community College employee and using Clark State Community College resources become the sole property of Clark State Community College.

Signature

Date

## Clark State Community College

### Springfield Campus:

570 East Leffel Lane  
Post Office Box 570  
Springfield, Ohio 45501-0570  
(937) 325-0691  
[www.clarkstate.edu](http://www.clarkstate.edu)

### Greene Center Campus:

3775 Pentagon Boulevard  
Beavercreek, Ohio 45431  
(937) 429-8819  
<http://greenecenter.clarkstate.edu/>

### Mission:

To foster individual and community prosperity  
through access to the highest quality, learning-centered education

### Vision:

Opportunity without boundaries,  
learning without end,  
achievement without limits



Employment opportunities: [www.jobs@clarkstate.edu](http://www.jobs@clarkstate.edu) (937) 328-6090