



APPLICATION FOR EMPLOYMENT

Elgin Community College

1700 Spartan Drive • Elgin, Illinois 60123-7193

Phone: 847-214-7400 Fax: 847-214-7403

www.elgin.edu/employment

Please print plainly or type. Supplemental material may be attached to this form if you wish to submit additional information.
You must fully and accurately complete this application for employment. Incomplete applications will not be considered.

PERSONAL DATA:

NAME _____
Last First Middle

PREVIOUS / MAIDEN NAME _____

ADDRESS _____
Street City County State Zip

EMAIL ADDRESS _____

PHONE () () _____
Home Business/Other

Please check the appropriate response.

1. Are you 18 years of age or older? ___ Yes ___ No
2. Do you have the legal right to work in this country? ___ Yes ___ No
(Proof of citizenship or immigration status will be required upon employment).
3. Are you in default on the repayment of an educational loan guaranteed by the Illinois State Scholarship Commission, the Illinois Independent Higher Education Loan Authority or any other loan from public funds? ___ Yes ___ No
(Any employee of a state agency who is in default on the repayment of an educational loan for a period of 6 months or more and in the amount of \$600 or more shall as a condition of employment, make a satisfactory loan repayment arrangement with the maker or guarantor of the loan).
4. Have you ever been convicted of a felony? ___ Yes ___ No (As of January 1, 2004, applicants are not obligated to disclose sealed or expunged records of conviction or arrest).
5. What recommendations or source prompted you to apply to Elgin Community College for employment? Be specific.

POSITION APPLYING FOR:

Position applying for: _____
(Please note: A separate application is required for each position).

Have you been previously employed by ECC? Yes ___ No ___

If yes, former position title & employment dates _____

Availability: Full-time Temporary Part-time (days and hours): _____

Date available to begin employment _____

EDUCATION:

Copies of transcripts should be attached to this application for positions which require specific academic credentials.

ELEMENTARY-SECONDARY: Highest Grade Completed _____ Diploma _____ Certificate _____ G.E.D. _____

Name of School _____ Town _____ State _____

HIGHER EDUCATION: Start with present or most recent and work back, including vocational/trade/technical education.

1. _____ Graduate: Yes No
Institution

Address _____ Degree/Certificate/Diploma _____ Field of Study _____

2. _____ Graduate: Yes No
Institution

Address _____ Degree/Certificate/Diploma _____ Field of Study _____

3. _____ Graduate: Yes No
Institution

Address _____ Degree/Certificate/Diploma _____ Field of Study _____

CERTIFICATION/LICENSURE:

List any work related certifications, registration and/or licensure. You may exclude any information which would reveal sex, race, religion, national origin, age, ancestry, disability, or other protected status.

SKILLS INVENTORY: This section should be completed only if it relates to your position.

- | | | |
|---------------------------------|--|------------------------|
| _____ bookkeeping/accounting | _____ keyboarding (speed _____) | _____ payroll |
| _____ building operation | _____ mail processing | _____ personnel |
| _____ electrical | _____ main frame computing | _____ photography |
| _____ plumbing | _____ operations | _____ printing |
| _____ carpentry | _____ programming | _____ shorthand |
| _____ environmental control | _____ systems design | _____ speedwriting |
| _____ security | _____ microcomputing (specify package) | _____ switchboard |
| _____ grounds | _____ word processing _____ | _____ writing |
| _____ custodial | _____ data base _____ | _____ correspondence |
| _____ data entry | _____ spreadsheet _____ | _____ news |
| _____ dictaphone | _____ publishing _____ | _____ grants |
| _____ duplicating | _____ special use _____ | _____ publications |
| _____ filing/file organizations | _____ office procedure development | _____ video production |

List equipment you operate which relates to the position for which you are applying _____

Do you speak, read, or write any language other than English? If yes, identify _____

EDUCATION:

Copies of transcripts should be attached to this application for positions which require specific academic credentials.

ELEMENTARY-SECONDARY: Highest Grade Completed _____ Diploma _____ Certificate _____ G.E.D. _____

Name of School _____ Town _____ State _____

HIGHER EDUCATION: Start with present or most recent and work back, including vocational/trade/technical education.

1. _____ Graduate: Yes No
Institution

Address _____ Degree/Certificate/Diploma _____ Field of Study _____

2. _____ Graduate: Yes No
Institution

Address _____ Degree/Certificate/Diploma _____ Field of Study _____

3. _____ Graduate: Yes No
Institution

Address _____ Degree/Certificate/Diploma _____ Field of Study _____

REGISTRATION/CERTIFICATION/LICENSURE, etc. _____

ACTIVITIES/AWARDS:

List any work related memberships in trade, business, school activities etc. You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, disability, or other protected status.

SKILLS INVENTORY: This section should be completed only if it relates to your position.

- | | | |
|-------------------------------|--------------------------------------|----------------------|
| ___ bookkeeping/accounting | ___ keyboarding (speed _____) | ___ payroll |
| ___ building operation | ___ mail processing | ___ personnel |
| ___ electrical | ___ main frame computing | ___ photography |
| ___ plumbing | ___ operations | ___ printing |
| ___ carpentry | ___ programming | ___ shorthand |
| ___ environmental control | ___ systems design | ___ speedwriting |
| ___ security | ___ microcomputing (specify package) | ___ switchboard |
| ___ grounds | ___ word processing _____ | ___ writing |
| ___ custodial | ___ data base _____ | ___ correspondence |
| ___ data entry | ___ spreadsheet _____ | ___ news |
| ___ dictaphone | ___ publishing _____ | ___ grants |
| ___ duplicating | ___ special use _____ | ___ publications |
| ___ filing/file organizations | ___ office procedure development | ___ video production |

List equipment you operate which relates to the position for which you are applying _____

Do you speak, read, or write any language other than English? If yes, identify _____

WORK EXPERIENCE: List all positions held. Start with the most recent. Use additional sheet, if necessary.
Entire application must be completed for consideration.

1. _____
 Name of Firm/School/College University Phone Position Held

_____ Full-time _____ Part-time _____ Temporary

From (month/year) To (month/year) Ending Salary Immediate Supervisor

Describe Duties of Position

Reason for Leaving

2. _____
 Name of Firm/School/College University Phone Position Held

_____ Full-time _____ Part-time _____ Temporary

From (month/year) To (month/year) Ending Salary Immediate Supervisor

Describe Duties of Position

Reason for Leaving

3. _____
 Name of Firm/School/College University Phone Position Held

_____ Full-time _____ Part-time _____ Temporary

From (month/year) To (month/year) Ending Salary Immediate Supervisor

Describe Duties of Position

Reason for Leaving

4. _____
 Name of Firm/School/College University Phone Position Held

_____ Full-time _____ Part-time _____ Temporary

From (month/year) To (month/year) Ending Salary Immediate Supervisor

Describe Duties of Position

Reason for Leaving

Which of these employers can we contact for a reference regarding your job performance? _____

REFERENCES: List educational, business, and/or professional references **other than** persons listed above.

1. _____
 Name Organization

Relationship # Years Known Daytime Phone

2. _____
 Name Organization

Relationship # Years Known Daytime Phone

3. _____
 Name Organization

Relationship # Years Known Daytime Phone

I understand and agree that employment constitutes acceptance of the terms and conditions specified in the Board Policy Manual in effect at Elgin Community College. I further understand that the language used in this application is not intended to create, or is it to be construed to constitute any sort of contract between Elgin Community College and applicants for this position.

I, the undersigned, hereby duly authorize Elgin Community College officials to investigate all statements in this application and included in my resume (vitae), and to secure any necessary information from all my subordinates, employers, and references, organizations, and academic institutions. I further authorize and consent to those persons, organizations, educational institutions, and employers to divulge relevant information otherwise confidential information to ECC notwithstanding that it might otherwise be confidential. I hereby release all of those subordinates, employers, references, organizations, academic institutions, and Elgin Community College Board of Trustees from any and all liability arising from their giving or receiving information about my criminal history, employment history, my academic credentials or qualifications, and my suitability for employment with Elgin Community College.

I understand and agree that, if hired, my employment is for no definitive period and, regardless of the date of payment of my wages or salary, may be terminated at any time without any prior notice: except where specific contract terms or otherwise by applicable law or board policy dictates dismissal shall be with or without cause. I further understand that only the President or another person specifically designated by the President has the authority to create or enter into any employment agreement on behalf of Elgin Community College.

In consideration of my employment, if hired, I agree to comply with all rules, procedures, and regulations set forth by the Board of Trustees and President of the College. The Board of Trustees and President reserve the right to change these rules, policies, and procedures at any time. I furthermore understand consideration of this application and the continuation of this application of any subsequent employment depends upon the truth and accuracy of this information.

If applicable, copies of official transcripts, licenses, resumes, or certificates should be submitted with this application and must be on file with the college prior to employment.

Signature of Applicant

Date

I give permission to share my employment inquiry with other community colleges in Northwest Illinois for additional hiring consideration.

Signature of Applicant

Date

Mail to:

Elgin Community College, Human Resources Department-SRC, Main Campus, 1700 Spartan Drive, Elgin, Illinois 60123-7193

Note: Elgin Community College is a smoke-free campus. Smoking is not allowed in its facilities or vehicles. ECC has a strong policy against substance abuse and recommends applicants and employees familiarize themselves with the specifics.

Elgin Community College is an Affirmative Action/Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, sex, color, age, religion, national origin, marital status, veteran's status, physical or mental disability or any other protected status under federal or state law. If you believe that any of the above factors has entered into the consideration of your application for employment, contact the EEO/AA Compliance officer located in Building SRC, Main Campus, 847/214-7992.

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