

Eastern Wyoming College

3200 West C Street • Torrington, WY 82240

APPLICATION FOR EMPLOYMENT

CLERICAL APPLICATION

Eastern Wyoming College is committed to providing equal opportunity for access to and participation in college programs of instruction, services, and activities. It is the policy of the college to neither favor nor disfavor any individual on the basis of race, color, creed, religion, sex, disability, or national origin. The college is subject to and complies with the regulations of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act. Inquiries regarding compliance may be directed to the Director of Human Resources, Eastern Wyoming College, Torrington, WY, 82240 or phone (307) 532-8330, or the Wyoming Department of Education, Office for Civil Rights Coordinator, 2nd Floor, Hathaway Building, Cheyenne, WY 82002-0050, or (307) 777-6218.

Date \_\_\_\_\_

Name \_\_\_\_\_

(Last) (First) (Middle)

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Name and address of person to be notified in case of emergency.

U.S. Citizen Yes \_\_\_\_\_ No \_\_\_\_\_

If not, VISA Class \_\_\_\_\_

Student \_\_\_\_\_ Non Student \_\_\_\_\_

For what kind of position are you applying?

Other work you would consider:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Have you ever been convicted of a misdemeanor or felony? \_\_\_\_\_

Explain:

\_\_\_\_\_

\_\_\_\_\_

Can you accept position immediately? \_\_\_\_\_

If not, how soon? \_\_\_\_\_

Have you ever worked at EWC before? \_\_\_\_\_

When? \_\_\_\_\_ Department \_\_\_\_\_

Reason for leaving? \_\_\_\_\_

Have you ever been suspended or discharged from a position? \_\_\_\_\_

Reason: \_\_\_\_\_

EDUCATION

High School: \_\_\_\_\_

Business College: \_\_\_\_\_

Location: \_\_\_\_\_

Location: \_\_\_\_\_

Years Completed: \_\_\_\_\_

Years Completed: \_\_\_\_\_

Did You Graduate? \_\_\_\_\_

Did You Graduate? \_\_\_\_\_

College or University: \_\_\_\_\_

Special Training: \_\_\_\_\_

Location: \_\_\_\_\_

Location: \_\_\_\_\_

Years Completed: \_\_\_\_\_

Years Completed: \_\_\_\_\_

Did you Graduate? \_\_\_\_\_ Major \_\_\_\_\_ Minor

Did you Graduate? \_\_\_\_\_ Major \_\_\_\_\_ Minor

**EMPLOYMENT HISTORY** Begin with most recent employment. May we contact your current employer?

Employer:	Employer:	Employer:
Address:	Address:	Address:
Supervisor:	Supervisor:	Supervisor:
Type of Position:	Type of Position:	Type of Position:
Starting Date:	Starting Date:	Starting Date:
Ending Date:	Ending Date:	Ending Date:
Reason for Leaving:	Reason for Leaving:	Reason for Leaving:
Salary:	Salary:	Salary:

**REFERENCES** May be personal or business references (do not use those listed above or relatives).

Name:	Name:	Name:
Address:	Address:	Address:
Phone:	Phone:	Phone:
Profession or Occupation of Reference:	Profession or Occupation of Reference:	Profession or Occupation of Reference:

Please check the following with which you have had experience or training:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Accounting/Bookkeeping      | <input type="checkbox"/> Editorial   | <input type="checkbox"/> Purchasing        |
| <input type="checkbox"/> Auditing                    | <input type="checkbox"/> Filing  | <input type="checkbox"/> Statistical       |
| <input type="checkbox"/> Accounts Receivable/Payable | <input type="checkbox"/> Payroll   | <input type="checkbox"/> Printing          |
| <input type="checkbox"/> Clerical (General)          | <input type="checkbox"/> Switchboard                                       | <input type="checkbox"/> Correspondence    |
| <input type="checkbox"/> Computerized Bookkeeping    | <input type="checkbox"/> Typing, Speed_____                                | <input type="checkbox"/> Memory Typewriter |
| <input type="checkbox"/> Stenographic Speed_____     | <input type="checkbox"/> Calculators                                       | <input type="checkbox"/> Computer Terminal |
| <input type="checkbox"/> Excel                       | <input type="checkbox"/> Duplicating Machines                              | <input type="checkbox"/> Microcomputer     |
| <input type="checkbox"/> Desktop Publishing          | <input type="checkbox"/> Adding Machines                                   | <input type="checkbox"/> Access            |
| <input type="checkbox"/> PowerPoint                  | <input type="checkbox"/> Word Processing Software - specify application(s) | <input type="checkbox"/> Other Software    |
| <input type="checkbox"/> Other                       | _____  |  |

I certify that all information given on this application, supporting documents, and interviews is correct to the best of my knowledge. I understand that giving false information is cause for dismissal and that a physical examination (post conditional offer) may be required. I understand that this application is not intended to be a contract of employment. I agree that Eastern Wyoming College may require my participation in a contribution to retirement plans while employed. I further authorize Eastern Wyoming College to investigate all statements made on my application for employment. I authorize such educational institutions and employers and others (and their agents or employees) to respond to questions concerning information given on this application and I further release from liability such former employers, institutions, or person providing such information to Eastern Wyoming College. I understand that no offer of benefits such as insurance, vacation or salary rate is final until approved by the Director of Human Resources. I understand that I will be required to complete an I-9 form for income tax purposes. I understand that I will be required to serve a probationary period during which time I may be terminated in accordance with Eastern Wyoming College policy.

Signature\_\_\_\_\_ Date\_\_\_\_\_