

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, RM SU207

Name (as appears on Driver's License or SS Card)	Date
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Street

City	State	Zip
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Telephone No. Work including area code: Home including area code: Cell including area code:	E-mail address	May we contact you at your place of employment?
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Mark Referral Source: Advertisement – LCC Website, Other Website: please name, Newspaper: please name, Employee, Relative, Friend, Walk In, Other not shown -
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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?
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Do any of your relatives work at LCC? If so, please explain.
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Have you previously applied for employment at LCC? If yes, when and what position.
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Have you ever been dismissed or asked to resign from previous job?	If yes, when and for what reason?
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Are you legally authorized to work in the United States?	Yes No
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Have you ever been convicted of, or pleaded guilty or "no contest" to, any felony or criminal offense, excluding misdemeanors and traffic offenses? If yes, briefly explain (a "yes" response will not automatically disqualify you from employment).	Yes No	If yes, explanation:
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* AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER *

EDUCATION & TRAINING

Name , Address, City & 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 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.

REFERENCES (Not Employers or Relatives - At Least Three)

Name, Address, City, ST, Zip, E-mail	Occupation	Telephone
1.		
2.		
3.		

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

List present or most recent employer first. May we contact these employers?	Yes No
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Employer	Employed	Telephone	Your Salary
Address, City, ST & Zip	From (Mo/Yr)	Supervisor's Name	
	To (Mo/Yr)	Your Job Title	

Start	End	Duties
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Reason for Leaving



Employer	Employed	Telephone	Your Salary
Address, City, ST & Zip	From (Mo/Yr)	Supervisor's Name	
	To (Mo/Yr)	Your Job Title	

Start	End	Duties
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Start	End	Duties	
Reason for Leaving			
Employer		Employed	Telephone
Address, City, ST & Zip		From (Mo/Yr)	Supervisor's Name
		To (Mo/Yr)	Your Job Title
Start	End	Duties	
Reason for Leaving			
<p>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.</p> <p>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.</p> <p>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.</p>			
APPLICANT'S SIGNATURE			DATE
<p>Labette Community College in compliance with federal and state laws and regulations requiring affirmative action and nondiscrimination, does not discriminate in the recruitment and employment of faculty and staff in the operation of any of its employment programs and activities as defined by law Title VI, VII and IX.</p>			