

ALPENA COMMUNITY COLLEGE

EMPLOYMENT APPLICATION

Human Resources Office • 665 Johnson Street • Alpena, MI 49707 • 989.358.7211 • www.alpenacc.edu

GENERAL INFORMATION:

Position Applying For: _____ Date: _____

Name: _____
(Last name) (First Name) (M.I.)

Street Address: _____ City: _____

State: _____ Zip Code: _____ Telephone Number: _____

E-mail Address: _____ Alternate Telephone Number: _____

Have you ever been employed by Alpena Community College? Yes No

If yes, list dates, position title, and reason for leaving: _____

Have you previously applied for employment at Alpena Community College? Yes No

If yes, when and for which position(s): _____

Have you ever been convicted of a crime, excluding misdemeanors and traffic violations? Yes No

Draft Status: _____ Are you a citizen of the United States? Yes No

Present occupation and salary: _____

Why do you wish to leave your present position? _____

If selected, I shall be able to begin work on: _____

EDUCATIONAL BACKGROUND *(Please attach supplemental documents or pages with additional information if necessary)*

High School:

High School Name: _____ Location (City & State): _____

Diploma Received: Yes No GED Received

Secretarial Personnel:

Rate of Typing: _____

Computer Experience: *Check all that apply*

Windows MS Word MS Excel MS PowerPoint MS Access Internet

Other: _____

Military Service Record:

Have you ever served in the armed forces? Yes No If yes, what branch? _____

Dates of Duty: From: _____ To: _____ Rank at Discharge _____

What were your duties in the Service? (Include special training and duty station) _____

EDUCATIONAL BACKGROUND

Undergraduate:

- University Name: _____
Location (City & State): _____
Type of degree/diploma: _____ Date Granted: _____
Cumulative Point Average: _____
- University Name: _____
Location (City & State): _____
Type of degree/diploma: _____ Date Granted: _____
Cumulative Point Average: _____
- University Name: _____
Location (City & State): _____
Type of degree/diploma: _____ Date Granted: _____
Cumulative Point Average: _____

Graduate:

- University Name: _____
Location (City & State): _____
Type of degree/diploma: _____ Date Granted: _____
Cumulative Point Average: _____
- University Name: _____
Location (City & State): _____
Type of degree/diploma: _____ Date Granted: _____
Cumulative Point Average: _____

Awards, honors, or special recognition received in college? _____

What extracurricular activities did you participate in while at college? _____

What extracurricular student activities can you direct? _____

Kind of certification you hold? _____ Expiration Date: _____

PRIOR WORK HISTORY: *(List in order, last or present employer first)*

1. Employer: _____
Street Address: _____ City: _____
State: _____ Zip Code: _____ Telephone Number: _____
Supervisor's Name: _____ Supervisor's Title: _____
Time of Employment: From _____ To _____ Rate of Pay: Start \$ _____ Finish \$ _____
Describe in detail the work you did: _____

Reason for leaving: _____
May we contact the employer listed above? _____

2. Employer: _____
Street Address: _____ City: _____
State: _____ Zip Code: _____ Telephone Number: _____
Supervisor's Name: _____ Supervisor's Title: _____
Time of Employment: From _____ To _____ Rate of Pay: Start \$ _____ Finish \$ _____
Describe in detail the work you did: _____

Reason for leaving: _____
May we contact the employer listed above? _____

3. Employer: _____
Street Address: _____ City: _____
State: _____ Zip Code: _____ Telephone Number: _____
Supervisor's Name: _____ Supervisor's Title: _____
Time of Employment: From _____ To _____ Rate of Pay: Start \$ _____ Finish \$ _____
Describe in detail the work you did: _____

Reason for leaving: _____
May we contact the employer listed above? _____

4. Employer: _____
Street Address: _____ City: _____
State: _____ Zip Code: _____ Telephone Number: _____
Supervisor's Name: _____ Supervisor's Title: _____
Time of Employment: From _____ To _____ Rate of Pay: Start \$ _____ Finish \$ _____
Describe in detail the work you did: _____

Reason for leaving: _____
May we contact the employer listed above? _____

PERSONAL REFERENCES: *(Excluding Former Employers or Relatives)*

- 1. Name: _____ Occupation: _____
Street Address: _____ City: _____
State: _____ Zip Code: _____ Telephone Number: _____

- 2. Name: _____ Occupation: _____
Street Address: _____ City: _____
State: _____ Zip Code: _____ Telephone Number: _____

- 3. Name: _____ Occupation: _____
Street Address: _____ City: _____
State: _____ Zip Code: _____ Telephone Number: _____

Thank you for completing this application form and for your interest in employment with us. We assure you that your opportunity for employment with this school district will be based only on merit and no other considerations.

PLEASE READ CAREFULLY APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in this employment application are true and complete to the best of my knowledge. I understand that if employed, falsified statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history through any investigative agencies or bureaus of your choice.

Signature of Applicant: _____ Date: _____



Human Resources Office
665 Johnson Street
Alpena, MI 49707
Phone: 989.358.7211
Fax: 989.358.7379
www.alpenacc.edu

ALPENA COMMUNITY COLLEGE IS IN COMPLIANCE WITH ALL STATE AND FEDERAL LAWS PROHIBITING DISCRIMINATION ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, OR ANCESTRY, AGE, SEX, MARITAL STATUS, OR DISABILITY.