



**APPLICATION FOR FULL-TIME EMPLOYMENT**

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
P.O. Box/Street City State Zip

Telephone Number ( ) \_\_\_\_\_ - \_\_\_\_\_ Social Security Number (last four digits only) \_\_\_\_\_

Position applied for \_\_\_\_\_

How did you learn of this position opening? \_\_\_\_\_

**Please complete the entire application – even if supporting documentation is attached/included.**

Are you eligible to work in the United States? (Proof of eligibility will be required if hired.) \_\_\_\_\_

Have you ever been convicted of a crime other than a minor traffic offense? \_\_\_\_\_

If yes, please give details. A conviction will not necessarily disqualify an applicant from the position sought.

\_\_\_\_\_

Have you been employed by Eastern Arizona College before? \_\_\_\_\_

If yes, when? \_\_\_\_\_

Do any of your family members currently work for Eastern Arizona College? \_\_\_\_\_

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

(Family members: Spouse; Child; Grandchild; Parent; Grandparent; Brother or sister, whole or half blood, and their spouses; Spouse's parents, siblings and children)

Do you have any experience, knowledge, skills, abilities, or qualifications that you feel would especially fit you for work with Eastern Arizona College in the position applied for?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Record of Education

Do you have a high school diploma or the equivalent? \_\_\_\_\_

Please list any post-secondary education or equivalent courses of study pursued:

School	Name and Address of School	Course of Study	Check Last Year Completed	Did You Graduate?	List Diploma or Degree
College			1 2 3 4	Yes No	
College			1 2 3 4	Yes No	
College			1 2 3 4	Yes No	
Other			1 2 3 4	Yes No	

List below all present and past employment, beginning with current or most recent employment:

Name and address of company, and type of business

\_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Mo./Yr. Mo./Yr.

Monthly Salary \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
Beginning Ending

Describe in detail the work you did including major responsibilities of your position: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name and address of company, and type of business \_\_\_\_\_  
 \_\_\_\_\_

Phone \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
 Mo./Yr. Mo./Yr.

Monthly Salary \_\_\_\_\_ Beginning \_\_\_\_\_ Ending \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Describe in detail the work you did including major responsibilities of your position: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Name and address of company, and type of business \_\_\_\_\_  
 \_\_\_\_\_

Phone \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
 Mo./Yr. Mo./Yr.

Monthly Salary \_\_\_\_\_ Beginning \_\_\_\_\_ Ending \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Describe in detail the work you did including major responsibilities of your position: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

May we contact your present employer/supervisor? \_\_\_\_\_

May we contact your previous employers/supervisors? \_\_\_\_\_

Professional/Employment References – Other than those listed above

Name and Occupation	Address	Telephone Number

**I certify that the information provided in this application is true and complete to the best of my knowledge. I authorize investigation into all information contained in and statements I have made on this application as may be necessary for reaching an employment decision. I also understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies and regulations of Eastern Arizona College. I further understand that any employment offered is ‘at will’ as contracted and nothing said or done during the application or interview process shall be deemed to constitute an implied employment contract.**

\_\_\_\_\_

Applicant Signature

\_\_\_\_\_

Date

Eastern Arizona College, in compliance with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Rehabilitation Act of 1973, does not discriminate on the basis of race, creed, color, national origin, disability, age or sex in any of its policies, practices, or procedures. This includes, but is not limited to admissions, employment, financial aid, educational services, programs, and activities.



## Invitation to Self Identify

Name: \_\_\_\_\_ Position Applied for: \_\_\_\_\_

### Information for Statistical Use Only

Eastern Arizona College is an Equal Opportunity/Affirmative Action Employer and complies with all applicable federal and state regulations. We are required to solicit the information indicated below. This information is kept for statistical reporting and Federal EEO/AA requirements. Once received, this information will be kept confidential and separate from your application materials. You will receive the same consideration for employment whether or not you complete this form. Your responses are voluntary and your cooperation is appreciated. Please return this form with your application.

### Ethnicity

**American Indian/Alaskan Native:** A person having origins in any of the original peoples of North America who maintains cultural identification through tribal affiliation or community recognition.

**Asian/Pacific Islander:** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, Samoa, India, and Vietnam.

**Black/African American: (Not of Hispanic Origin)** A person having origins in any of the black racial groups of Africa.

**Hispanic/Chicano:** A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

**White/Caucasian: (Not of Hispanic Origin)** A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

**Gender**      **Male**

**Female**

### Veteran Status

**Special Disabled Veteran:** A veteran who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Department of Veterans Affairs for a disability: rated at 30 percent or more; or, rated at 10 or 20 percent in the case of a veteran who has been determined under 38 U.S.C. 3106 to have a serious employment handicap; or, a person who was discharged or released from active duty because of a service-connected disability.

**Veteran of the Vietnam Era:** A person who served on active duty for a period of more than 180 days, and was discharged or released therefrom with other than a dishonorable discharge, if any part of such active duty occurred: in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or, between August 5, 1964, and May 7, 1975, in all other cases; or, was discharged or released from active duty for a service-connected disability if any part of such active duty was performed: in the Republic of Vietnam between February 28, 1961, and May 7, 1975, or between August 5, 1964, and May 7, 1975, in all other cases.