

# Employment Application



## Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street Address Apartment/Unit #

\_\_\_\_\_

City State ZIP Code

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No. (last four only): \_\_\_\_\_

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

Are you eligible to work in the United States? YES NO

Are you bi-lingual? YES NO If so, please specify what language? \_\_\_\_\_

Have you been employed by Eastern Arizona College before? YES NO If yes, when? \_\_\_\_\_

Do any of your family members currently work for EAC? YES NO If yes, who? \_\_\_\_\_

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

EAC Social Media | EAC Website | EA Courier (local newspaper) | Higher Ed.com | Chronicle | other: \_\_\_\_\_

Have you ever been convicted of a crime? YES NO

If yes, explain: \_\_\_\_\_

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?

Availability – State all hours you will be able to work below.

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
FROM							
TO							

## Education

High School: \_\_\_\_\_ Did you graduate? YES  NO

College: \_\_\_\_\_ Number Years Completed: \_\_\_\_\_  
Did you graduate? YES  NO  Degree: \_\_\_\_\_

College: \_\_\_\_\_ Number Years Completed: \_\_\_\_\_  
Did you graduate? YES  NO  Degree: \_\_\_\_\_

## Certifications and Licenses

Certification/ License: \_\_\_\_\_ Document Number: \_\_\_\_\_  
Issuing Authority: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Certification/ License: \_\_\_\_\_ Document Number: \_\_\_\_\_  
Issuing Authority: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

## Employment History

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

### References

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

### Disclaimer and Signature

*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.*

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

### AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

Eastern Arizona College is in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Rehabilitation Act of 1973, and 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

Eastern Arizona College complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S. Code § 1092(f) and the Higher Education Opportunity Act of 2008, by distributing an Annual Security and Fire Safety Report. The report is intended to inform the campus community of campus safety information, Clery Act crime statistics, on-campus housing fire data and statistics, and policies and procedures relating to sexual violence, emergency response, and other safety factors. A copy of EAC's Annual Security and Fire Safety Report can be found at [http://www.eac.edu/About\\_EAC/Consumer\\_Information/report.pdf](http://www.eac.edu/About_EAC/Consumer_Information/report.pdf). Additional copies are available at the Alumni Library (Thatcher Campus), the Learning Resource Center (Payson Campus), and the library (Gila Pueblo Campus). A paper copy of the report will be provided upon request at EAC's District Office, located at 615 N. Stadium Avenue, Thatcher, AZ. A daily crime log listing all criminal and alleged criminal incidents reported to campus police/security is available on-site, during normal business hours, at each of the campuses: EAC Police Department, located at 620 N. College Avenue, Thatcher, AZ (Thatcher Campus); Gila Pueblo Campus Administration Office, located at 8274 Six Shooter Canyon Road, Globe, AZ (Gila Pueblo Campus); and Payson Campus Administration Office, located at 201 N. Mud Springs Rd., Payson, AZ (Payson Campus). A fire log containing all reported fires that occurred at any of EAC's on-campus student housing facilities is available during normal business hours at the Housing Office, located at 900 N. College Avenue, Thatcher, AZ.





## 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 and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black/African American: A person having origins in any of the black racial groups of Africa.
- Hispanic/Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- Native Hawaiian/Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Two or More Races

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.