

# Application for Employment



**Iowa Western Community College  
Human Resources  
2700 College Road, Box 4-C  
Council Bluffs, IA 51502  
(712) 325-3200**

Date \_\_\_\_\_

Name \_\_\_\_\_  
Last First MI

Address \_\_\_\_\_  
\_\_\_\_\_  
City State Zip Code

Telephone \_\_\_\_\_

Email address \_\_\_\_\_

Application For: \_\_\_\_\_

## Education

Formal Education (Begin with most recent)

Institution	Location	Award or Degree	Dates of Attendance

Have you ever been convicted of a felony or misdemeanor (other than minor traffic violation)?  Yes  No If Yes please explain: Type: \_\_\_\_\_ Date: \_\_\_\_\_ Explanation \_\_\_\_\_.

- A criminal conviction will not automatically disqualify an applicant.

Have you ever been asked to resign, dismissed or discharged/terminated from a job?  Yes  No If Yes please explain: Year \_\_\_\_\_ Company: \_\_\_\_\_ Reason \_\_\_\_\_.

Are you under contract or employed at the time of this application?  Yes  No

May we contact previous or present employers? Present Employer  Yes  No

- Previous Employers  Yes  No

Iowa Western Community College may require a Physical and/or Background check once an offer is made for certain positions. Will you authorize Iowa Western to conduct these checks?  Yes  No

If hired, would you be able to present evidence of your U.S. citizenship or proof of your legal right to work in the United States?  Yes  No

Are you able to perform the essential functions of the job for which you are applying, either with / without reasonable accommodation?  Yes  No

Have you worked for Iowa Western Community College in the past?  Yes  No If Yes when \_\_\_\_\_

What Department \_\_\_\_\_.

Are you known to schools or references by any other name?  Yes  No If Yes what \_\_\_\_\_.

Date you are available to work: \_\_\_\_\_

Desired Salary: \_\_\_\_\_ per  Hour  Year

# Employment Experience

Dates	Employer (Including Address)	Position and Major Duties	Full or Part Time	Supervisor	Salary

# Personal References (Excluding Relatives)

Name	Address	Telephone

I certify that all the information provided in this employment application is true and complete to the best of my knowledge and belief. I understand that any false information, misrepresentation or omission in this application or during the interview process will disqualify me from further consideration for employment and will result in my dismissal if discovered at any later date. I understand this application is not a contract of employment.

I authorize Iowa Western Community College to make thorough investigation into my past employment, education, criminal background, military history, credit history, and any other job-related activities. I release liability from all persons, companies, corporations, educational institutions, professional associates, law enforcement agencies and federal, state, or local governments supplying such information, and indemnify IWCC against any liability.

In consideration of my employment I agree to conform to the rules and regulations of IWCC. IWCC is an “at will” employer.

# APPLICANT CONFIDENTIAL INFORMATION

*Gs wcn'Qrr qt wplk' 'cpf 'P qp/F kuet ko kpcvkqp'Uc vgo gpv  
 K'ku'vj g'r qrke' 'qhl'ky c 'Y guwtp'Eqo o wplk' 'Eqmgi g'vq'rt qxf g'gs wcn'gf wecvkqpcn'qrr qt wplk'ku'cpf 'pqv'vq'f kuet ko kpcvg'qp'vj g'dcuku'qhl'c eg."  
 eqrqt. 'et ggf. 't rki kqp. 'pcvkqpcn'qt 'gvj pke'qt ki kp. 'cpegum { . 'i gpgvke 'kplqt o cvkqp. 'rj { ukecn'qt 'o gpvcn'f kudkks' . 'ci g. 'ugz. 'ugzwcn'qt kgpvcvkqp."  
 i gpf gt 'kf gplk' 'qt 'gzrt guvkqp. 'rt gi pcpef. 'o ct kcn'lw wuu. 'xvgt cp'wv wuu. 'CKF UIJ K' 'wv wuu. 'ekkl' gpij kr. 'qt 'o gf kecn'eqpf kkkqp. 'cu'vj qug'vgt o u  
 ct g'f gllkpf 'wpl gt 'crr'kecdng'ixy u. 'kp'ku'gf wecvkqpcn'rt qi tco u. 'cevkks'ku. 'qt 'go rrr'f o gpv'rt cevkegu' 'Kps wtk'ku'cpf 'eqo rrc'kvu't gi ct f kpi 'gs wcn  
 qrr qt wplk' 'cpf 'pqp'f kuet ko kpcvkqp' r qrke'ku'ij qwf 'dg'f kt gevxf 'vq'vj g'Gs wcn'Qrr qt wplk' 'Eqqt'f kpcvqtu. 'rj qpg'pwo dgt '934/547/5422.  
 gswk' B ky eeQg'w'qt 'vj g'F kt gevqt 'qhl'vj g'Qh'keg'qhl'Ekxki'Tki j wu. 'WUOF gr ct vo gpv'qhl'Gf wecvkqp. 'Ekki t qwr q' 'Egpvgt. '722'Y 00 cf kuqp. 'Uwkg'3697.  
 Ej keci q. 'K'82883. 'rj qpg'pwo dgt '534/952/3782. 'hz '534/952/37980'*

*As employers/government contractors, we comply with government regulations and affirmative action responsibilities. In order to comply with government recordkeeping, reporting and other legal requirements; we appreciate your cooperation by providing the information requested below. This portion of the employment forms will be filed separately from the Employment Application.*

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

**Referral Please Check One:**

IWCC Website \_\_\_\_\_ "Website (other: please specify) \_\_\_\_\_  
 "

Newspaper Ad \_\_\_\_\_ IWCC Employee \_\_\_\_\_

Agency \_\_\_\_\_ ""Other Friend/Relative \_\_\_\_\_

Walk-in \_\_\_\_\_ ""Careerlink \_\_\_\_\_

*The College is required to provide periodic reports on the sex, ethnicity, disability and veteran status of applicants. This data is for analysis and affirmative action only. Submission of information is voluntary.*

Gender: \_\_\_\_\_ Male \_\_\_\_\_ Female

Racial/Ethnic Group:

\_\_\_\_\_ American Indian or Alaska Native \_\_\_\_\_ Black or African American \_\_\_\_\_ White

\_\_\_\_\_ Asian \_\_\_\_\_ Native Hawaiian/Pacific Islander \_\_\_\_\_ Hispanic or Latino (All Races)

\_\_\_\_\_ Nonresident alien

**Check if any of the following apply:**

Disabled : aaaaaa Yes \_\_\_\_\_ No

Veteran: \_\_\_\_\_ Yes \_\_\_\_\_ No