



**HR, Employee Development & Payroll
Suite G12
One Mountwest Way
Huntington, WV 25701
PH: 304-710-3501**

PERSONAL

Name: _____ Date: _____

Address: _____ 942#: _____

City: _____ State: _____ Zip: _____ Phone: _____

Position Desired? _____ Email: _____

Can you perform the essential functions of the position for which you are applying? YES [] NO []

If no, please explain. *(If you have any questions as to what functions are applicable to this position for which you are applying, please ask the interviewer before you answer the question.)*

When would you be available to begin work? _____

Are you legally eligible to be employed in the United States? YES [] NO []

(Proof of identity and eligibility will be required upon employment)

Have you ever worked for Mountwest Community & Technical College before? YES [] NO []

If yes, where? _____ When: *(Dates)* _____ Job Title: _____

Do you have any relatives or friends who work for Mountwest Community & Technical College? YES [] NO []

If yes, who and where do they work? _____

Have you ever done any volunteer work? YES [] NO []

If yes, describe: *(Please omit any volunteer work which reflects your race, color, religion, age, sex, sexual orientation, marital status or disabilities.)*

Are you available to work: DAYS [] EVENINGS [] WEEKENDS []

Days and Hours Available: *(If employed, I will notify my supervisor in writing, should my availability change.)*

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From:							
To:							

Are you presently employed? YES [] NO [] If yes, may we contact your supervisor? YES [] NO []

If presently employed, why are you considering leaving? _____

Do you belong to any professional, trade, business or civic organizations that deal with the position for which you are applying? YES [] NO [] If yes, please list offices held: *(Please omit any organization which reflects your race, color, religion, age, sex, sexual orientation, marital or disabilities.)*

EDUCATION

	Name	Location	Course of Study	No. of Years Completed	Diploma or Degree Received
High School					
College					
Vocational or Trade School					
Graduate Work					

Have you completed any special courses, seminars and/or training that would enable you to perform the position for which you are applying? YES [] NO [] If yes, please explain:

List academic honors, extracurricular activities, offices held, etc. in high school or college: *(Please omit any which reflects your race, color, religion, age, sex, sexual orientation, marital status or disabilities.)*

EMPLOYMENT *(Start with your present or most recent position.)*

Name of Employer:	Telephone Number:
Full Address:	Supervisors Name & Title
Dates Employed: FROM: TO:	Rate of Pay: BEGINNING: FINAL:
Describe the Work Performed:	
Name of Employer:	Telephone Number:
Full Address:	Supervisors Name & Title
Dates Employed: FROM: TO:	Rate of Pay: BEGINNING: FINAL:
Describe the Work Performed:	

EMPLOYMENT (CONT.)

<u>Name of Employer:</u>	<u>Telephone Number:</u>
<u>Full Address:</u>	<u>Supervisors Name & Title</u>
<u>Dates Employed:</u> FROM: TO:	<u>Rate of Pay:</u> BEGINNING: FINAL:
<u>Describe the Work Performed:</u>	
<u>Name of Employer:</u>	<u>Telephone Number:</u>
<u>Full Address:</u>	<u>Supervisors Name & Title</u>
<u>Dates Employed:</u> FROM: TO:	<u>Rate of Pay:</u> BEGINNING: FINAL:
<u>Describe the Work Performed:</u>	
<u>Name of Employer:</u>	<u>Telephone Number:</u>
<u>Full Address:</u>	<u>Supervisors Name & Title</u>
<u>Dates Employed:</u> FROM: TO:	<u>Rate of Pay:</u> BEGINNING: FINAL:
<u>Describe the Work Performed:</u>	

PROFESSIONAL REFERENCES *(Provide three references –not relatives)*

<u>Name:</u>	<u>Occupation:</u>
<u>Full Address:</u>	<u>Telephone Number:</u>
<u>Name:</u>	<u>Occupation:</u>
<u>Full Address:</u>	<u>Telephone Number:</u>
<u>Name:</u>	<u>Occupation:</u>
<u>Full Address:</u>	<u>Telephone Number:</u>



APPLICANTS WILL RECEIVE CONSIDERATION FOR POSITIONS, WITHOUT REGARD TO RACE, COLOR, RELIGION, AGE, SEX, EXCEPT WHERE SEX IS A BONAFIDE OCCUPATIONAL QUALIFICATION, SEXUAL ORIENTATION, MARITAL STATUS, INDIVIDUALS WITH DIABILITIES, AND EQUALLY TO DISABLED AND VETERANS OF THE VIETNAM ERA.

IMPORTANT, PLEASE READ AND SIGN

I understand that failure to reveal any prior employer, or give false or misleading information by me on any part of this Application for Employment can be grounds for termination from the college. I understand that if I am hired, my employment is for no definite time and may be terminated at any time without prior notice.

Signed: _____

Date: _____

OFFICE USE ONLY

RESULTS	
Recommend for Hire: YES [] NO []	
Job Title:	Department:
Date beginning Employment:	Compensation: \$ _____ per
Interviewed by:	Date:
<u>APPROVED</u>	
_____ Director - HR, Employee Development & Payroll	_____ Date