

**KIRTLAND COMMUNITY COLLEGE**  
**10775 N. ST. HELEN ROAD**  
**ROSCOMMON, MI 48653**

**APPLICATION FOR CLASSIFIED EMPLOYMENT**

<b>PERSONAL</b>	
Last Name	Date
Street Address	Home Phone Number ( )
City, State, Zip Code	Business phone number ( )
Have you ever applied for employment at Kirtland? <input type="checkbox"/> yes <input type="checkbox"/> no	When can you begin work?
Position Desired	
Are you available for full-time employment <input type="checkbox"/> yes <input type="checkbox"/> no	Are you authorized to work in the United States?  <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you available for part-time employment <input type="checkbox"/> yes <input type="checkbox"/> no	
Have you ever been convicted of a crime? (excluding misdemeanors & traffic violations) <input type="checkbox"/> yes <input type="checkbox"/> no (If yes, provide date and nature of offense)	
Other special training or skills (machine operation, typing speed, office skills, etc.)	

<b>EDUCATION</b>					
SCHOOL	NAME AND LOCATION OF SCHOOL	COURSE OF STUDY	NO. OF YEARS COMPLETED	DID YOU GRADUATE?	DEGREE OR DIPLOMA
College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business/ Trade/ Technical				<input type="checkbox"/> Yes <input type="checkbox"/> No	
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	

### EMPLOYMENT HISTORY

Please give accurate, complete full-time and part-time employment record. Begin with your present or most recent employer.

Company Name	Telephone (    )
Address	Dates of employment (month/year) From                      To
Name of Supervisor	Type of employment <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
Job Title	Reason for leaving

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Job Title	Reason for leaving

We may contact the employers listed above unless you indicate those you do not want us to contact.	<b>DO NOT CONTACT</b> <b>Employer</b> _____ <b>Reason</b> _____
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**MILITARY**

Did you serve in the U.S. Armed Forces?  Yes  No      If yes, in what branch?

Describe any training received relevant to the position for which you are applying:

**MEMBERSHIP IN JOB-RELATED PROFESSIONAL ORGANIZATIONS**  
(Exclude those which may disclose your race, color, religion or national origin)

**REFERENCES**

Name	Address	Phone Number (    )
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Name	Address	Phone Number (    )
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Name	Address	Phone Number (    )
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**APPLICANT SIGNATURE**

The information provided in this application for employment is true, correct and complete. If employed, any misstatement or omission of fact on this application may result in my immediate dismissal. I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature

**Kirtland Community College is an Equal Opportunity Employer**

The college's annual security report is available upon request.  
For a copy, contact the Student Services office, extension 251.