

Education

_____, _____
Applicant's Last Name First Name

Copies of transcripts should be attached to this application for positions which require specific academic credentials.

High School or GED

| | | | |
|----------------|------|-------|------------------------------------------------------------------------------|
| Name of School | City | State | Diploma / Certificate? <input type="radio"/> Yes <input type="radio"/> No |
|----------------|------|-------|------------------------------------------------------------------------------|

Vocational/Technical/Training or Certification (Business, Industrial, Military)

| | |
|----------------|----------------------|
| Name of School | Certificate Obtained |
| City | Date Last Attended |

| | |
|----------------|----------------------|
| Name of School | Certificate Obtained |
| City | Date Last Attended |

Undergraduate Education (Associate's/Bachelor's degrees)

| | | | |
|-----------------|--------------------|---------------------------------------------------------------------------------|-------|
| Name of College | Date Last Attended | Degree Obtained? <input type="radio"/> Yes <input type="radio"/> No Specify: | |
| City | State | Major | Minor |

| | | | |
|-----------------|--------------------|---------------------------------------------------------------------------------|-------|
| Name of College | Date Last Attended | Degree Obtained? <input type="radio"/> Yes <input type="radio"/> No Specify: | |
| City | State | Major | Minor |

Graduate Education

| | | | |
|-----------------|--------------------|---------------------------------------------------------------------------------|-------|
| Name of College | Date Last Attended | Degree Obtained? <input type="radio"/> Yes <input type="radio"/> No Specify: | |
| City | State | Major | Minor |

| | | | |
|-----------------|--------------------|---------------------------------------------------------------------------------|-------|
| Name of College | Date Last Attended | Degree Obtained? <input type="radio"/> Yes <input type="radio"/> No Specify: | |
| City | State | Major | Minor |

Skills Inventory: This section should be completed only if it relates to the position for which you are applying.

| | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> bookkeeping/accounting <input type="checkbox"/> building operation <input type="checkbox"/> electrical <input type="checkbox"/> plumbing <input type="checkbox"/> carpentry <input type="checkbox"/> environmental control <input type="checkbox"/> security <input type="checkbox"/> grounds <input type="checkbox"/> custodial <input type="checkbox"/> data entry <input type="checkbox"/> dictaphone <input type="checkbox"/> duplicating <input type="checkbox"/> filing/file organization | <input type="checkbox"/> keyboarding (speed _____) <input type="checkbox"/> mail processing <input type="checkbox"/> main frame computing <input type="checkbox"/> operations <input type="checkbox"/> programming <input type="checkbox"/> systems design <input type="checkbox"/> microcomputing (specify package) <input type="checkbox"/> word processing _____ <input type="checkbox"/> data base _____ <input type="checkbox"/> spreadsheet _____ <input type="checkbox"/> publishing _____ <input type="checkbox"/> special use _____ | <input type="checkbox"/> office procedure development <input type="checkbox"/> payroll <input type="checkbox"/> personnel <input type="checkbox"/> printing <input type="checkbox"/> shorthand <input type="checkbox"/> speedwriting <input type="checkbox"/> switchboard <input type="checkbox"/> writing <input type="checkbox"/> correspondence <input type="checkbox"/> news <input type="checkbox"/> grants <input type="checkbox"/> publications |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Employment Data

_____, _____
Applicant's Last Name **First Name**

List present and at least the past 20 years of employment beginning with the most recent. (Use additional page if necessary)

1.

| | | | |
|------------------------------------------------|-----------|---------------------------------------------------------------|--------------------------------------------------------------------|
| Name of Employer | | Dates of Employment (month and year) From: _____ To: _____ | |
| Street Address | | City | State |
| Position Title (if instruction, list subjects) | | | <input type="radio"/> Full Time <input type="radio"/> Part Time |
| Supervisor & Title | Telephone | Cell Phone | E-Mail |
| Reason for Leaving | | | Salary |

2.

| | | | |
|------------------------------------------------|-----------|---------------------------------------------------------------|--------------------------------------------------------------------|
| Name of Employer | | Dates of Employment (month and year) From: _____ To: _____ | |
| Street Address | | City | State |
| Position Title (if instruction, list subjects) | | | <input type="radio"/> Full Time <input type="radio"/> Part Time |
| Supervisor & Title | Telephone | Cell Phone | E-Mail |
| Reason for Leaving | | | Salary |

3.

| | | | |
|------------------------------------------------|-----------|---------------------------------------------------------------|--------------------------------------------------------------------|
| Name of Employer | | Dates of Employment (month and year) From: _____ To: _____ | |
| Street Address | | City | State |
| Position Title (if instruction, list subjects) | | | <input type="radio"/> Full Time <input type="radio"/> Part Time |
| Supervisor & Title | Telephone | Cell Phone | E-Mail |
| Reason for Leaving | | | Salary |

4.

| | | | |
|------------------------------------------------|-----------|---------------------------------------------------------------|--------------------------------------------------------------------|
| Name of Employer | | Dates of Employment (month and year) From: _____ To: _____ | |
| Street Address | | City | State |
| Position Title (if instruction, list subjects) | | | <input type="radio"/> Full Time <input type="radio"/> Part Time |
| Supervisor & Title | Telephone | Cell Phone | E-Mail |
| Reason for Leaving | | | Salary |

Licenses / Certificates

| Type | Year Received | Expiration Date |
|------|---------------|-----------------|
| | | |
| | | |
| | | |

References: List educational, business and/or professional references other than persons listed under Employment Data.

1. _____
Name Organization

Relationship # Years Known Daytime Phone Cell Phone Evening Phone E-Mail

2. _____
Name Organization

Relationship # Years Known Daytime Phone Cell Phone Evening Phone E-Mail

3. _____
Name Organization

Relationship # Years Known Daytime Phone Cell Phone Evening Phone E-Mail

Mission Statement

Danville Area Community College is committed to being a recognized leader in providing quality, innovative and adaptive programs and services which meet the life-long academic, cultural and work force needs of our diverse community.

Certification

I understand and agree that employment constitutes acceptance of the terms and conditions specified in the Board Policy Manual in effect at Danville Area Community College. I further understand that the language used in this application is not intended to create, or is it to be construed to constitute any sort of contract between Danville Area Community College and applicants for this position.

I, the undersigned, hereby duly authorize Danville Area Community College officials to investigate all statements in this application and included in my resume (vitae), and to secure any necessary information from all my subordinates, employers, and references, organizations, and academic institutions. I further authorize and consent to those persons, organizations, educational institutions, and employers to divulge relevant information to Danville Area Community College notwithstanding that it might otherwise be confidential. I hereby release all of those subordinates, employers, references, organizations, academic institutions, and Danville Area Community College Board of Trustees from any and all liability arising from their giving or receiving information about my criminal history, employment history, my academic credentials or qualifications, and my suitability for employment with Danville Area Community College.

I understand and agree that, if hired, my employment is for no definitive period and, regardless of the date of payment of my wages or salary, may be terminated at any time without any prior notice: except where specific contract terms or otherwise by applicable law or board policy dictates dismissal shall be with or without cause. I further understand that only the Board of Trustees has the authority to create or enter into any employment agreement on behalf of Danville Area Community College.

In consideration of my employment, if hired, I agree to comply with all rules, procedures, and regulations set forth by the Board of Trustees. The Board of Trustees reserves the right to change these rules, policies, and procedures at any time. I furthermore understand consideration of this application and the continuation of this application of any subsequent employment depends upon the truth and accuracy of this information.

If applicable, copies of official transcripts, licenses, resumes, or certificates must be submitted with this application and **must** be on file with the College **prior** to employment.

PRE-EMPLOYMENT AFFIRMATIVE ACTION INFORMATION

It is the policy of Danville Area Community College to provide equality of opportunity in education and employment for all students and personnel. Discrimination based on race, color, sex, religion, age, national origin, ancestry, marital status, unfavorable discharge from military service, mental or physical disability, veteran status, sexual orientation, or any basis of discrimination precluded by the applicable federal and state statutes, is strictly prohibited.

The college is committed to a program of affirmative action to alter patterns of growth and employment which indicate underutilization of members of minority groups and women, whether in administration, faculty, classified staff, or students. The college further pledges itself to a program of affirmative action to employ, and advance in employment, qualified handicapped individuals, disabled veterans and veterans of the Vietnam era.

This information is requested solely for the purpose of compliance with legal recordkeeping requirements. Providing this information is completely voluntary. The information we ask you to provide will not affect your employment or be available to, or used in, any selection process. It will be used by the Affirmative Action Office to compile statistics only and will be kept confidential.

Name: _____
(Last) (First) (Middle)

Social Security Number: _____

Specific Position Applied For: _____

Sex:
 Male Female

Race/Ethnic Group:
 White (not of Hispanic origin) Black (not of Hispanic origin) Hispanic
 Asian or Pacific Islander American Indian or Alaskan native

Are you a U.S. citizen?
 Yes No

If you are not a citizen, can you submit verification of your legal right to work in the U.S.?
 Yes No