

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

Gswcn'Qrr qt wpkf 'cpf 'P qp/F kuet ko kpcvqap 'Ucvgo gpv

It is the policy of Iowa Western Community College to provide equal educational opportunities and not to discriminate on the basis of race, color, creed, religion, national or ethnic origin, ancestry, genetic information, physical or mental disability, age, sex, sexual orientation, gender identity or express, pregnancy, marital status, veteran status, AIDS/HIV status, citizenship, or medical condition, as those terms are defined under applicable laws, in its educational programs, activities, or employment practices. Questions or complaints? Contact Title IX and Equity Coordinator, Kim Henry, or ADA Coordinator, Keri Zimmer, equity@iwcc.edu, 712-325-3200, or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, 312-730-1560, OCR.Chicago@ed.gov. More information at <https://www.iwcc.edu/about/statement.asp>.

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 : aaaaaaYes _____ No

Veteran: _____ Yes _____ No