

Section I: Demographics

Area of Interest _____

Full-Time

Part-Time

Seasonal

Last Name

First Name

Middle Initial

Street Address

City

State

Zip Code

Phone Number

Date Available for Work: _____

Section II: Education & Training

Name of School(s)

City & State

Dates Attended

Total Credits

Degree

List any special certification/licenses you hold:

List tools, machines, equipments, computers and software, etc with which you are sufficiently experience to use in performing job-related tasks:

Section III: Employment History

List your last three (3) employers. Begin with your most recent or present position.

1. Employer:

Job Title:

Address:

Telephone:

Starting Date/Salary:

Final Date/Salary:

Supervisor's Name/Title:

Reason for Leaving:

Describe Work Performed and Skills Involved:

2. Employer:

Job Title:

Address:

Telephone:

Starting Date/Salary:

Final Date/Salary:

Supervisor's Name/Title:

Reason for Leaving:

Describe Work Performed and Skills Involved:

3. Employer:

Job Title:

Address:

Telephone:

Starting Date/Salary:

Final Date/Salary:

Supervisor's Name/Title:

Reason for Leaving:

Describe Work Performed and Skills Involved:

Section IV: References

1. Name: Business:

Address:

Phone:

Relationship:

2. Name: Business:

Address:

Phone:

Relationship:

3. Name: Business:

Address:

Phone:

Relationship:

Affirmative Action Statement

It is the policy of Lewis-Clark State College to provide equal opportunity in all terms, conditions, and privileges of employment for all qualified job applicants and employees without regard to race, color, national origin, sex, age, marital status, veteran status, sexual orientation or the presence of any sensory, mental, or physical disability.

Any applicant requiring assistance in any step of the employment process, such as applications, testing, and/or interviewing should so inform the Affirmative Action Officer.

Drug/Alcohol Policy

Lewis-Clark State College subscribes to and endorses an alcohol/drug policy founded on the principle of freedom with responsibility. LCSC is dedicated not only to learning and the advancement of knowledge, but also to the development of ethically sensitive and responsible persons. The institution will strive to provide an educational environment conducive to making conscientious and healthy decisions when individuals are faced with difficult choices associated with the use of legal and illegal drugs.

Sexual Harassment Policy

Lewis-Clark State College is committed to maintain a working and educational environment free from illegal discrimination. Sexual harassment is a form of illegal discrimination. It violates Title VII and Title IX of the Civil Rights Act of 1964 as amended. Sexual harassment subverts the mission of the College and threatens the careers, educational experience, and well being of students, faculty, and staff. Sexual harassment will not be tolerated at Lewis-Clark State College. Violations of this policy constitute grave misconduct and may lead to disciplinary action to include suspension, termination, or expulsion.

“I certify that the facts contained in this application are accurate and true to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.”

“I voluntarily give Lewis-Clark State College the right to make a thorough investigation of all statements contained herein and the references listed, my past employment and activities including background and local and state police record checks. I agree to cooperate in such investigation, and release from all liability or responsibility all persons, companies, corporations, and law enforcement agencies supplying such information.”

Signature:

Date: