



Application for Employment
Lewis-Clark State College
Lewiston, Idaho

Lewis-Clark State College is an Affirmative Action/Equal Opportunity Employer

Section I: Demographics:

Area of Interest:
Full-Time Part-Time Seasonal

Last Name First Name Middle Initial

Street Address City State Zip Phone

Date Available for Work:

Have you ever been convicted of a felony or convicted in a military court martial? Yes No

If Yes, nature of offense:

Place: Date: Disposition of Case:

* A conviction record will no necessarily be a ban to employment and factors such as age, time of offense, seriousness, and nature of violation and rehabilitation will be taken into account when evaluating a conviction.

Section II: Education and Training:

Name of School (s) City & State Dates Attended Total Credits Degree

Table with 5 columns: Name of School (s), City & State, Dates Attended, Total Credits, Degree. Multiple rows for data entry.

Please list any special certification/licenses you hold:

Form for listing special certifications/licenses.

Please list tools, machines, equipment, computers and software, etc. with which you are sufficiently experienced to use in performing job-related tasks:

Form for listing tools, machines, equipment, computers and software.

Section III: Employment History:

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

1. Job Title: _____
Employer: _____ Telephone: _____
Address: _____
Starting Date/Salary: _____ Final Date/Salary: _____
Supervisor's Name/Title: _____
Describe Work Performed and Skills Involved: _____

Reason for Leaving: _____

2. Job Title: _____
Employer: _____ Telephone: _____
Address: _____
Starting Date/Salary: _____ Final Date/Salary: _____
Supervisor's Name/Title: _____
Describe Work Performed and Skills Involved: _____

Reason for Leaving: _____

3. Job Title: _____
Employer: _____ Telephone: _____
Address: _____
Starting Date/Salary: _____ Final Date/Salary: _____
Supervisor's Name/Title: _____
Describe Work Performed and Skills Involved: _____

Reason for Leaving: _____

Volunteer Work: Please note any volunteer work or office held that may complement your paid work experience or relate to the position for which you have applied: _____

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 Human Resource Services 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 Statement

Lewis-Clark State College is committed to maintaining a working and educational environment free from illegal discrimination. Sexual harassment is a form of illegal discrimination. It violates Title IV 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 true and complete 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 local and state police record checks. I agree to cooperate in such investigation, and realize from all liability or responsibility all persons, companies, corporations, and law enforcement agencies supplying such information.”

Signature: _____ Date: _____