



APPLICATION FOR EMPLOYMENT

PLEASE READ THIS - Applicants for employment with the State of Arkansas, or any subdivision thereof, are accepted without regard to sex, race, color, national origin, physical/mental handicap, age, religion, or political affiliation. Conviction of a crime does not automatically bar any applicant from employment or other opportunities with the State of Arkansas.

PLEASE ANSWER ALL QUESTIONS WHICH APPLY TO YOU. IF THEY DO NOT APPLY MARK THEM N/A

Last Name _____ First Name _____ Middle Name _____

Address _____ City _____ State _____ Zip Code _____ County _____

Home Phone Number _____ Work Phone Number _____ Email Address _____

List title(s) of position(s) for which you are applying.

Title No. 1 _____ Title No. 3 _____

Title No. 2 _____ Title No. 4 _____

North Arkansas College will not accept applications or resumes submitted without reference to a specific job title. North Arkansas College does not accept unsolicited applications.

EDUCATIONAL HISTORY

Did you graduate from high school? Yes No If not, do you have a G.E.D.? Yes No

	Name	Location	Major Minor	Degree	
High School					
Technical School					
College					
University					
Graduate School					

Undergraduate: Major areas of emphasis _____

Other fields of study _____

Graduate: Major areas of emphasis _____

Other fields _____

PROFESSIONAL REFERENCES

(1) _____
 Name Position Phone Number

 Organization Address

(2) _____
 Name Position Phone Number

 Organization Address

(3) _____
 Name Position Phone Number

 Organization Address

Professional memberships _____

Professional honors or awards _____

EMPLOYMENT STATUS

Will you accept any type of employment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no, check which type(s) of employment you will accept. <input type="checkbox"/> Full Employment <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary		
Will you accept any time of employment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no, check which time(s) of employment you will accept. <input type="checkbox"/> Daytime Weekdays <input type="checkbox"/> Evening Weekdays <input type="checkbox"/> Daytime Saturdays		
Have you ever filed an application for employment with this agency?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, what was your name at that time? _____		
Have you ever been employed by Arkansas State Government?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
List professional license(s) relevant to position(s) for which you are applying. Give type of license, license number, date of expiration, and state. _____ _____		
May we contact your current employer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
May we contact your former employer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have the legal right to work in the United States? (Proof will be required.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

SPECIAL SKILLS

List the business machines, computers, and software applications you can operate:
List any other skills relative to the job(s) for which you are applying:

WORK HISTORY List all prior work experience, including military service, beginning with your most recent employment. You may include volunteer or unpaid work as part of your history; however, you should include the number of hours per week which you performed these duties.

1. Current or most recent employer		Business Phone Number		Employment dates:		
Complete mailing address		City	State	Zip Code	From	Month Year
Type of business				To		Month Year
Supervisor's Name				Average hours worked		
Name under which employed		Your job title		per week		
Your job duties (be specific)				Salary		
				\$		\$
Reason for leaving				Lowest		Highest
Current or most recent employer		Business Phone Number		Employment dates:		
Complete mailing address		City	State	Zip Code	From	Month Year
Type of business				To		Month Year
Supervisor's Name				Average hours worked		
Name under which employed		Your job title		per week		
Your job duties (be specific)				Salary		
				\$		\$
Reason for leaving				Lowest		Highest
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Type of business				To		Month Year
Supervisor's Name				Average hours worked		
Name under which employed		Your job title		per week		
Your job duties (be specific)				Salary		
				\$		\$
Reason for leaving				Lowest		Highest

SUPPLEMENTARY REMARKS- Applicants may use this space for any additional information or supplementary remarks pertaining to his/her experience, qualifications, achievements and/or career goals. Additional pages may be attached.

Have you ever been convicted of a felony? If yes, then explain the nature of the felony.	<input type="checkbox"/> Yes	<input type="checkbox"/> No												
Do you have any relatives who are employed by North Arkansas College? If yes, then list them below	<input type="checkbox"/> Yes	<input type="checkbox"/> No												
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%; text-align: left;">Name</th> <th style="width: 30%; text-align: left;">Relation</th> <th style="width: 30%; text-align: left;">Northark Area</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Name	Relation	Northark Area											
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Before you sign this application

Check your answers to make sure that all questions have been completed properly. If the job you are applying for requires a college degree or certification, a copy of your transcript, certificate, or license may be required as a condition of employment.

I, the below signed individual, hereby declare that, to the best of my knowledge and my ability the information on this application in true and factual.

I understand that if I am hired, that my employment is for no definite period of time (unless a contract is issued), and I may be terminated at any time.

I understand that if I state that I have a college degree, and do not have one, that my application will be rejected or, if hired, I will be terminated in accordance with Arkansas Statute 21-12-102.

I understand that my application may be subject to disclosure as a public record under the Arkansas Freedom of Information Act.

I understand that certain jobs may require an acceptable driver's safety record, and that if my current or future driver's record is unacceptable under the State Driver's Risk Program, my application may be rejected and, if hired, I may be subject to termination.

I understand that I will be required to provide proof of eligibility to work in the United States pursuant to the Immigration Reform and Control Act of 1986 as a condition to any employment.

I also understand that false, misleading, or incomplete statements could lead to my dismissal as an employee or rejection as a applicant.

I also understand that some jobs require special background checks, security clearance, or compliance with other specific agency hiring policies prior to my employment, or as a condition of employment; and that failure to meet these requirements may lead to my rejection as a applicant for, or termination from, that job.

I authorize North Arkansas College to investigate all statements made on this application, supporting documents or during interview and authorize such educational institutions, employers and others (and their agents and employees) to respond to questions concerning information on my education and work history.

I further release all liability and responsibility of all persons requesting and supplying the information, including waiving their rights to being notified of such disclosure.

Signature of applicant

Date of signature

This application and any required materials should be returned to the following address:

North Arkansas College
 Personnel Office
 1515 Pioneer Drive
 Harrison, AR 72601
 (870) 391-3353

EQUAL EMPLOYMENT DATA This section is designed to collect information which will be used in the completion of various state and federal reports and will not be used in the processing of, or remain part of your application. The completion of this section is voluntary.

Application Name _____

Social Security Number _____

Male

Female

Check one of the five (5) listed which you consider yourself to be:

- White, not Hispanic (A person having origin in any of the original peoples of Europe, North Africa, or the Middle East).
 - Black, not Hispanic (A person having origin in any of the black racial groups in Africa).
 - Hispanic (A person of Mexican, Puerto Rican, Cuban, Central or South America or other Spanish Culture or origin, regardless of race).
 - American Indian or Alaskan Native (A person having origin in any of the original people of North America, and who maintains cultural identification through tribal affiliation or community recognition).
 - Asian or Pacific Islander (A person having origin in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands).
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Military History

If you believe you may be eligible for Veterans preference consideration, complete this section. The Arkansas Veterans Preference Act states specific requirements which must be met in order to be eligible for Veterans preference. Under certain conditions spouses, widows, or widowers of qualified Veterans may also be eligible for Veterans preference. For consideration of Veterans preference, proof such as a DD-214, current letter from the Veterans Administration, or other official documentation may be required. Specific questions regarding Veterans preference should be addressed to individual state agency personnel offices.

Have you served on active duty in the United States military, excluding Active Duty for Training (AcDuTra) and Reserve Military Annual Training (AT)?

Branch of Service _____

Date of Discharge _____

Type of Discharge _____

If you are the spouse of a veteran, please check here____and complete the information above on your spouse's veteran status. If you are a widow or widower of a veteran, and have not remarried, check here____and complete the information above on the deceased veteran.

How did you learn of this job opening?

- Newspaper
 - Employment Security Division
 - Northark Website
 - Personal Referral
 - Job Board: _____
 - Other
- Explain: _____