



**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. If you do not have enough space to list all your work experience, use a separate sheet for continuation. If you wish to include a resume instead of completing the work history section, make sure all the requested information is included.

<b>1.</b> 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	
<b>Current or most recent employer</b>		<b>Business Phone Number</b>		<b>Employment dates:</b>	
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	
<b>Current or most recent employer</b>		<b>Business Phone Number</b>		<b>Employment dates:</b>	
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	
<b>Current or most recent employer</b>		<b>Business Phone Number</b>		<b>Employment dates:</b>	
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	

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											
Name	Relation	Northark Area												

**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 is 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).
- 

**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: \_\_\_\_\_