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**EMPLOYMENT APPLICATION**

*It is the policy of Ranken Technical College to comply with all applicable federal, state, and local laws prohibiting discrimination in employment based on race, color, sex, sexual orientation, pregnancy, age, familial status, religion, national origin, disability, veteran status, genetic information, or any other protected classification. Please contact the Human Resources Director if you believe you need a reasonable accommodation because of a disability; hr@ranken.edu.*

In accordance with the Jeanne Clery Campus Security Act, incidents of crime and other related information are posted on our website. This report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Ranken Technical College; and on public property within, or immediately adjacent to or accessible from, the campus. The report also includes fire safety policies and statistics, emergency notification procedures, and protocols for missing persons. You can obtain a hard copy of this report by contacting the Office of Public Safety at 314-286-3300 or online at: <https://www.ranken.edu/student-life/public-safety/campus-crime-statistics>.

Name Date

Address

Street City State Zip

Telephone number(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position(s) applied for? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Salary range desired \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date available \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Are you over 18 years old?  Yes  No
Are you authorized to work in the U.S. on an unrestricted basis ?  Yes (proof required)  No

How did you learn of this opening? \_\_\_\_\_\_\_\_\_\_\_\_\_ Have you worked here before?  Yes (When?) \_\_\_\_\_\_\_\_\_ No

Do you know someone or do you have a relative at Ranken?  Yes (Who?)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  No

Have you been told the essential functions of the job?  Yes  No

Can you perform these essential functions with or without reasonable accommodation?  Yes  No

Are you willing to work overtime as required?  Yes  No

Are you currently in default on a federal student loan (subsidized, unsubsidized, or Plus loan)?  Yes  No

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EDUCATION** | **NAME & LOCATION** **OF SCHOOL** | **YEAR** **GRADUATED** | **MAJOR** | **DIPLOMA/ DEGREE** |
| High School |  |  |  |  |
| College/Univ. |  |  |  |  |
| College/Univ. |  |  |  |  |

|  |
| --- |
| Other Training/Education |

**Special Skills:**

Calculator:\_\_\_\_\_ Computer: Word \_\_\_ Excel \_\_\_ PowerPoint \_\_\_ Access \_\_\_ Outlook \_\_\_

Typing:\_\_\_\_\_\_ Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Teaching Experience:**

Institutions where you were How long

employed as a teacher Address employed? Dates Subjects

**WORK HISTORY** May we contact your present employer?  Yes  No

|  |  |  |
| --- | --- | --- |
| Most Recent Employer | Address | Telephone |
| Date Started Starting Salary: $ Per  | Starting Position |
| Date Left Salary on Leaving: $ Per | Position on Leaving |
| Name and Title of Supervisor |
| Description of Duties | Reason for Leaving |

|  |  |  |
| --- | --- | --- |
| Previous Employer | Address | Telephone |
| Date Started Starting Salary: $ Per  | Starting Position |
| Date Left Salary on Leaving: $ Per | Position on Leaving |
| Name and Title of Supervisor |
| Description of Duties | Reason for Leaving |

|  |  |  |
| --- | --- | --- |
| Previous Employer | Address | Telephone |
| Date Started Starting Salary: $ Per  | Starting Position |
| Date Left Salary on Leaving: $ Per | Position on Leaving |
| Name and Title of Supervisor |
| Description of Duties | Reason for Leaving |

|  |  |  |
| --- | --- | --- |
| Previous Employer | Address | Telephone |
| Date Started Starting Salary: $ Per  | Starting Position |
| Date Left Salary on Leaving: $ Per | Position on Leaving |
| Name and Title of Supervisor |
| Description of Duties | Reason for Leaving |

**PROFESSIONAL WORK REFERENCES**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Years Known \_\_\_\_\_

Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone #(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Years Known \_\_\_\_\_

Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone #(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Years Known \_\_\_\_\_

Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone #(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPLICANT'S CERTIFICATION AND AGREEMENT**

I certify that I have read and understand all of this employment application.

I hereby authorize Ranken Technical College (the employer) or its agents to make any investigation of my background to ascertain any and all information of importance and concern to my employment history, whether same is of record or not. Furthermore, I authorize any former or current employer, person, firm, corporation, credit agency, or government agency to give Ranken Technical College or its agents any information they may have regarding me.

In consideration of Ranken Technical College’s review of this application, I release Ranken Technical College and all employers, persons named herein, and other providers of information from any and all liability as a result of furnishing and receiving this information.

I understand that, as an applicant for a position with Ranken Technical College, I may be asked to demonstrate that I am capable of performing tasks which are pertinent to the job. I also understand that if offered a job, it will be conditioned on the results of background screening, credential verification, and drug screening.

I agree to furnish such additional information and complete such examinations as may be required to complete my employment file.

This certifies that this application was completed by me, and that all entries on this application, my resume, college transcripts, and other materials presented in consideration of employment are true and complete to the best of my knowledge. I also understand that any misrepresentation or omission of information or facts from my employment application, resume, college transcripts, and other materials presented in consideration of employment may result in the rejection of my application, withdrawal of an employment offer, or termination of my employment at any time.

If hired, I agree to abide by all of the policies of Ranken Technical College. I understand that signing this application does not create an employment contract or a promise of employment and should not be construed as such. It is understood that, if hired, either party may end the employment relationship at will.

Date Applicant's Signature

**Ranken Technical College 4431 Finney Avenue St. Louis, MO 63113**

10/22