



5900 S. Santa Fe Drive · Littleton, CO 80160-9002  
Office of Human Resources  
Telephone: 303.797.5720 · Fax: 303.797.5938  
<http://www.arapahoe.edu/about-acc/acc-job-opportunities>

### Employment Application

Complete this application in its entirety. Do not leave any section unanswered. Where an item does not apply to you, write NA or "Not Applicable". A resume may not be referenced for information requested.

A criminal background check is required as part of the selection process and will be considered before an offer of employment is extended.

### Personal Information

Date: \_\_\_\_\_

Full Name: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

Phone: ( ) \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
*City State ZIP Code*

Have you ever worked for this company? YES  NO  If so, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES  NO

If yes, explain: \_\_\_\_\_

### Professional Information

Are you available to work: Full-Time  Part-Time

Some positions may require a combination of both daytime and evening assignments.  
Will you be available for evening assignments? Yes  No

List the position for which you are applying:

If you have a minimum salary requirement please indicate: \$ \_\_\_\_\_

When will you be available for employment? \_\_\_\_\_

List details of professional achievements which you feel are relevant: scholarships, honors, recognition, grade point average, research, publications, membership in or contributions to professional organizations, proficiency or level of skill. (If more space is needed, please attach a separate sheet.)

List the names and telephone numbers of four persons who have knowledge of your scholarship, employment history and/or professional ability.

NAME	TITLE	INSTITUTION, FIRM OR ORGANIZATION	PHONE NO.

### Educational Background

List all post-secondary education and/or training which is related to your field. Begin with your most recent experience. Please indicate the total number of quarter/semester hours completed.

Name & Location	Major	Quarter/Semester Hours	Degree	Date	Dates Attended

### Employment Experience

List your teaching and/or other relevant employment experience starting with your present employment. If your work was part-time, *give equivalent number of months computed as full-time*. (Thirty semester or a forty five quarter credit hours per year is considered a full-time teaching load.) It is in your interest to list all relevant experience. This information is used for initial salary placement purposes.

May we contact your present employer? Yes  No

Reason(s) for leaving your last position: \_\_\_\_\_

Annual salary in your current or most recent position: \_\_\_\_\_

**EMPLOYMENT HISTORY:** *(Include all paid, volunteer and military work experiences)*

	Name, Address & Telephone Number	Type of Work	Starting and Ending Month & Year	Total Months Full-Time	<b><i>Applicant is not to write in these spaces</i></b>
1.					
2.					
3.					
4.					
5.					
6.					

**TEACHING EXPERIENCE:** *(30 Semester Hours or 45 Quarter Credit Hours/Year = Full-Time)*

	Name, Address & Telephone Number	Type of Work	Starting and Ending Month & Year	Total Months Full-Time	<b><i>Applicant is not to write in these spaces</i></b>
7.					
8.					

**OTHER EXPERIENCE AND VOLUNTEER WORK:**

	Name, Address & Telephone Number	Type of Work	Starting and Ending Month & Year	Total Months Full-Time	<b><i>Applicant is not to write in these spaces</i></b>
9.					
10.					

If additional space is needed, please attach a separate sheet.

Special licenses, credentials, state certification, or other relevant documents.

TITLE	AREA	ISSUING AGENCY	STATE	EXPIRATION DATE

**Other Information**

Is there anything else that you would like to write about yourself? (Response is optional.)

**Disclaimer and Signature**

*I certify that answers given herein are true and complete to the best of my knowledge.*

*I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not intended to be a contract of employment.*

*In the event of employment, I understand that false or misleading information given in my application or interview (so may result in discharge.*

Signature:

Date:

Arapahoe Community College is an Equal Opportunity Affirmative Action employer. The College operates under an Affirmative Action Plan which ensures equal opportunity for all students, faculty and staff.

Arapahoe Community College does not unlawfully discriminate on the basis of race, sex, creed, color, age, national origin, sexual orientation, religion, veteran status, or individual handicap. The College complies with the regulation of Title IX of the Education Amendments Act of 1972 in regard to sex discrimination and Section 504 of the Vocational Rehabilitation Act of 1973, in regard to handicap discrimination, as well s other applicable Federal and state laws and regulations pertaining to discrimination. Furthermore, Arapahoe Community College does not discriminate in admission or access to, or treatment or employment in, its educational programs or activities.

Inquiries concerning the Affirmative Action policy and/or compliance with Federal and state regulations should be directed to the Director of Human Resources, Arapahoe Community College, 5900 S. Santa Fe Drive, Littleton, Colorado 80160-9002, 303.797.5704 or to the Office for Civil Rights, U.S. Department of Education, 1961 Stout Street, Denver, Colorado 80294.

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