**Independence Community College**

**Application for Employment**

Date: Position Applying for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Independence Community College is part of the Kansas Public Employees Retirement System (KPERS), and as such, the college is required to pay nearly 16% of gross wages for each employee who is receiving retirement pay through KPERS and who also works full time at ICC. The college pays the amount owed to KPERS, but that cost is passed along to the employee through means of a payroll deduction. An example of what that impact is for an employee would be: if a KPERS retiree hires on full time at ICC with a starting monthly salary of $2,667, this employee can expect to have nearly $427 deducted from his or her monthly paycheck to be paid to KPERS. The amount paid to KPERS will maintain the same 16% rate as the employee’s pay changes, or as KPERS changes through its directives. The employee will gain no additional time or credit from KPERS for any amount paid in post-retirement work at ICC.

**APPLICANT INFORMATION**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_Social Security #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State: \_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**GENERAL INFORMATION**

How did you learn about this position? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever worked for ICC before? Yes\_\_\_\_\_No If yes, When? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you related to anyone now employed at ICC? \_\_\_ Yes\_\_\_No If yes, Provide name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you legally authorized to work in the United States? \_\_\_Yes \_\_\_No

**EDUCATION**

List all diplomas/degrees with most recent first

Name of Institution Location Major Minor Degree

**NOTICE OF NONDISCRIMINATION**

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment and all unions or professional organizations holding negotiated agreements or professional agreements with the institution are hereby notified that this institution does not discriminate on the basis of race, religion, color, national origin, sex, gender identity, sexual orientation, age, tenure, or disability in admission or access to, or treatment or employment in its programs and activities or any other factors that cannot be lawfully considered in its programs and activities as required by all applicable laws and regulations. Any person having inquiries concerning Independence Community College’s compliance with the regulations implementing Title II, Title IV, Title VI, Title IX and/or Section 504 should be referred to Jessica Morgan-Tate, J.D. Compliance Officer and Section 504 & Title IX Coordinator, Independence Community College, Academic Building – Room 117, (620)-332-5672.

**APPLICANT CERTIFICATION AND RELEASE AUTHORIZATION**

I hereby certify that this application and resume, if required, contain no misrepresentation or falsifications and are complete to the best of my knowledge and belief. I understand that misrepresentation or omission of facts called for in this application is cause for cancellation of the application and/or termination from employment. I authorize ICC to make any necessary and appropriate investigations to verify the information contained herein.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature of Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RETURN COMPLETED APPLICATION TO:**

**Human Resource Office**

**Independence Community College**

**1057 W College Avenue**

**Independence, KS 67301**

**EMPLOYMENT HISTORY**

May Independence Community College contact your past/present employers? 🗆 Yes 🗆 No

If no, identify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Below, please list your work experience, beginning with your present or most recent position. Describe each position separately. Give special attention to experience relating to the position for which you are applying. Attach additional sheets if necessary.

|  |
| --- |
| Last or present employer Phone Job Title Reason for Leaving:  |
| Address City State, Zip Date Started Date Ended  Mo. Yr. Mo. Yr. |
| Full time 🗆 Part time 🗆 Name of Supervisor: |
| Describe Specific Duties: |
| Previous employer Phone Job Title Reason for Leaving:  |
| Address City State, Zip Date Started Date Ended  Mo. Yr. Mo. Yr. |
| Full time 🗆 Part time 🗆 Name of Supervisor: |
| Describe Specific Duties: |
| Previous employer Phone Job Title Reason for Leaving:  |
| Address City State, Zip Date Started Date Ended  Mo. Yr. Mo. Yr. |
| Full time 🗆 Part time 🗆 Name of Supervisor: |
| Describe Specific Duties: |
| Previous employer Phone Job Title Reason for Leaving:  |
| Address City State, Zip Date Started Date Ended  Mo. Yr. Mo. Yr. |
| Full time 🗆 Part time 🗆 Name of Supervisor: |
| Describe Specific Duties: |

**REFERENCES OTHER THAN SUPERVISORS NAMED ABOVE**

 Name Position Address City State Phone

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Independence Community College is committed to continuous quality improvement through the Standard Pathways accreditation process with the Higher Learning Commission (HLC) of the North Central Association of Colleges and School. The Commission welcomes comments from third parties about institutions being evaluated for accreditation.

The Higher Learning Commission

30 North LaSalle Street, Suite 2400

Chicago, IL  60602