

Yavapai College

Your community. Your college.

1100 E Sheldon St
Prescott, AZ 86301
Telephone: 928.776.2217
Web Site: www.yc.edu

FACULTY, AND STAFF EMPLOYMENT APPLICATION

Applications are accepted for vacant positions only. A separate application is required for each position. Applications must be received by the closing date stated on the Job Announcement. Applications may be hand delivered, mailed, or emailed.

A completed application packet for **faculty** must also include legible unofficial copies of transcripts with degrees conferred. See www.yc.edu for complete information on how to apply for faculty positions.

DISABILITY: If you need reasonable accommodation to participate in the hiring process, please contact our office at: (928) 776-2217.

POSITION:		Today's Date:	
Last Name:		First Name:	MI :
Mailing Address:			
City:		State:	Zip Code:
Home Phone:	Work Phone:	Email Address:	
Driver's License Number:	State:	Currently Valid? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Other names used (such as maiden or nicknames):			
Are you authorized to work and remain in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		Social Security Number:	
Have you been previously employed by YAVAPAI COLLEGE? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, from _____ to _____	
Position(s) held at Yavapai College:		Department or Campus:	
Are you related to any YC employee? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, name:		Relationship: Department or Campus Location:	
Have you ever been convicted of (or plea bargained to) a felony conviction? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please state nature, resolution and date of the case(s). A conviction will not necessarily disqualify an applicant from the position sought.			
Are you a US military service veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No		Honorable Discharge <input type="checkbox"/> Yes <input type="checkbox"/> No	

EDUCATION:

DO YOU HAVE A HIGH SCHOOL DIPLOMA OR GED CERTIFICATE? Yes No

College or University Name and Location	Major	Degree, if completed, or expected date	GPA

Summary of Courses Taught: (Faculty Applicants)
Please list all of the courses you have **taught** in the discipline for which you are applying.

Dates Taught: From/To	Course Title

List Current Licenses/Professional Registrations/Certifications	State	Expiration Date

Professional Memberships

COMPUTER SKILLS: List the computer software programs and hardware with which you have experience.

Other Training: Name and address of school(s)	Course of Study	Diploma/Certificate

EMPLOYMENT HISTORY: List your employment history (including military experience) beginning with your current or last position within the last ten years. A resume and cover letter are highly recommended but will not be accepted in lieu of a completed application form. If you had more than one position with the same employer, list each separately. Attach additional sheets for continuation if necessary, following the same format. Failure to provide this information may result in your application not receiving proper consideration.

Employer:		Employment Dates: From:	
		To:	
Your Job Title:		Part time <input type="checkbox"/>	Starting Salary:
		Full time <input type="checkbox"/>	Ending Salary:
Address:			
Supervisor:	Title:	Phone:	
Description of Work:			
Reason for Leaving		May we contact this employer, if current?	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Employer:		Employment Dates: From:	
		To:	
Your Job Title:		Part time <input type="checkbox"/>	Starting Salary:
		Full time <input type="checkbox"/>	Ending Salary:
Address:			
Supervisor:	Title:	Phone:	
Description of Work:			
Reason for Leaving:			
Employer:		Employment Dates: From:	
		To:	
Your Job Title:		Part time <input type="checkbox"/>	Starting Salary:
		Full time <input type="checkbox"/>	Ending Salary:
Address:			
Supervisor:	Title:	Phone:	
Description of Work:			
Reason for Leaving:			
Employer:		Employment Dates: From:	
		To:	
Your Job Title:		Part time <input type="checkbox"/>	Starting Salary:
		Full time <input type="checkbox"/>	Ending Salary:
Address:			
Supervisor:	Title:	Phone:	
Description of Work:			
Reason for Leaving:			

REFERENCES: Please list the names and telephone numbers of three professional references (co-workers, customers, and/or supervisors other than those listed above).

Name	Relationship	Telephone Number

WHERE DID YOU LEARN OF THIS POSITION?

YAVAPAI COLLEGE WEBSITE_____

RADIO_____

YAVAPAI COLLEGE EMPLOYMENT BULLETIN _____

JOB HOTLINE_____

YAVAPAI COLLEGE EMPLOYEE_____

NEWSPAPER_____

DES_____

WALK-IN_____

OTHER_____

PLEASE READ CAREFULLY

The Yavapai College District does not discriminate in hiring or in the terms or conditions of employment on the basis of race, color, religion, gender, national origin, Vietnam-era veteran, disability status or sexual orientation. Federal law prohibits discrimination on the basis of age against persons 40 and older. No question on this application is intended to secure information to be used for such discrimination.

APPLICATION ACKNOWLEDGEMENT

I hereby authorize Yavapai College District to investigate my background, references, employment record and other matters related to my suitability for employment. This may include a criminal background check and a check on my driving record. I also authorize my former employers or any third party to disclose to YC all reports and other information related to my suitability for employment, personal or otherwise, without giving me prior notice of such disclosure. I hereby release YC, former employers, and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

- I understand that employment into a position that requires driving a vehicle is dependent upon a safe driving record and a valid driver license.
- I understand that employment into a short term or temporary position may be terminated without cause at any time. (In accordance with Arizona law, Yavapai College is an "at will" employer).
- I understand falsification or omission of facts is sufficient cause for dismissal if an applicant is hired, regardless of the date of discovery.
- My signature below confirms that all information given in this application is true, and acknowledges my understanding and agreement with all material and conditions as stated.

Applicant Signature

Date

EQUAL EMPLOYMENT OPPORTUNITY SURVEY

Yavapai College

INVITATION TO SELF IDENTIFY
TO ALL APPLICANTS

Yavapai College, in compliance with Title 41 Code of Federal Regulations Chapter 60-2.21 (b)(4); and Arizona Revised Statutes 41-1463, invites all applicants or employees to complete the information listed below. The information obtained will be treated in confidential manner, separate from all application materials, and will be used to assist fulfilling the federal and state statistical reporting and Equal Opportunity requirements.

**This information is voluntary and refusal to provide it will not subject you to any adverse treatment.
Thank you very much for your consideration and assistance.**

Gender: Female Male

Ethnicity:

- White
- Black
- Hispanic
- Asian/ Pacific Islander
- American Indian / Alaskan Native

Yavapai College bases decisions on employment solely upon the individual's qualifications for the position being filled. The College recruits, hires, and promotes for all job classifications giving fair consideration to all, with no preference or discrimination given to race, gender, color, religion, age, national origin, disability, Vietnam Era or special disabled veteran status, or sexual orientation in compliance with the requirements of Title IX of the Educational Amendments of 1974, Title VI and Title VII of the Civil Rights Act of 1964, as amended, Sections 503 and 504 of the Rehabilitation Act of 1973, as amended, the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Americans with Disabilities Act of 1990, the Age Discrimination in Employment Act of 1967, and Yavapai College policy.

Name: (optional) _____ Date: _____

Thank you for your application and your time.