



# Dodge City Community College

## AREA TECHNICAL CENTER

2501 North 14th Avenue | Dodge City, KS 67801-2399  
620-225-1321 | 1-800-367-3222 | www.dc3.edu

### Application for Employment

**PLEASE PRINT IN INK OR TYPE**

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Present Address \_\_\_\_\_ Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ E-mail Address \_\_\_\_\_

Permanent Address \_\_\_\_\_ Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Position Desired \_\_\_\_\_ Salary Expectation \_\_\_\_\_

Dates Available \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Day \_\_\_\_\_ Evening \_\_\_\_\_

#### U.S. Military Service Record

#### Certificates, Licenses, and Skills

Branch of Service \_\_\_\_\_

Active Duty from \_\_\_\_\_ to \_\_\_\_\_

#### General Information

Have you ever worked for DCCC before? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, when? \_\_\_\_\_

Are you related to anyone now employed by DCCC? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, provide name and relationship \_\_\_\_\_

Are you legally authorized to work in the United States? \_\_\_\_\_ Yes \_\_\_\_\_ No

If hired, can you show proof of eligibility? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you 18 years of age or older? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever been convicted of a crime? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, attach a statement giving full explanation. Exclude minor traffic violations. Conviction does not disqualify you from further consideration or employment.

#### Applicant Certification and Release Authorization

I certify that all the information provided by me on this application is true and complete. I understand that any misstatement, falsification, or omission of information is grounds for refusal to hire, or if I am hired and the same is discovered thereafter, termination. **I authorize my current supervisor and any of the persons or organizations referenced in this application to provide any and all information concerning my previous employment, education or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application.** I release all such parties from all liability for any damages that may result from furnishing such information to you. I authorize Dodge City Community College to request, receive, and verify all information given on this application, and release Dodge City Community College from all liability for any damages that may result from doing so. I further acknowledge that if I am employed by Dodge City Community College, my employment will be at will and may be terminated, with or without cause at any time, by me or by Dodge City Community College, except as provided by specific contract terms or any applicable laws. I agree to conform to the rules, regulations, and policies of Dodge City Community College. I understand that only the Board of Trustees or its designee has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, either before commencement of employment or after I have been employed.

**I have read the above statements. By my signature, I understand and agree to these provisions.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Return completed application to the Human Resources Office at Dodge City Community College.**

NOTICE OF NON-DISCRIMINATION – Dodge City Community College does not discriminate on the basis of race, color, national origin or ancestry, age, sex, sexual orientation, disability, Vietnam era veteran status or special disabled veteran status. The following persons have been designated to handle inquiries regarding the non-discrimination policies: STUDENTS: Tammy Tabor, Director of Admission, 2501 N 14<sup>th</sup> Ave, Dodge City, KS 67801 (620)227-9217, tamtabor@dc3.edu; Anthony Lyons, Vice President of Student & Community Services, 2501 N 14<sup>th</sup> Ave, Dodge City, KS 67801 (620)227-9203, alyons@dc3.edu; EMPLOYMENT: Sheila Bergkamp, Human Resource Director, 2501 N 14<sup>th</sup> Ave, Dodge City, KS 67801 (620)227-9201. Dodge City Community College is committed to a policy of nondiscrimination as required by law and in accordance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the Civil Rights Act of 1991 (ADEA).

**Education:** List most recent first and continue in descending order. Attach additional sheets if necessary.

Name of Institution	Address	Degree/Diploma Date Awarded	Undergraduate Hrs Earned	Graduate Hrs Earned

**Employment History:** This section must be completed though it may duplicate the resume.

List your past employment beginning with your most recent employment. Attach additional sheets if necessary.

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Last or present employer	Phone	Job Title
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Address	City	State	Zip	Date Started	Date Ended
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Full-time	Part-time	Name of Supervisor
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Describe specific duties and reason for leaving

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Previous employer	Phone	Job Title
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Address	City	State	Zip	Date Started	Date Ended
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Full-time	Part-time	Name of Supervisor
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Describe specific duties and reason for leaving

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Previous employer	Phone	Job Title
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Address	City	State	Zip	Date Started	Date Ended
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Full-time	Part-time	Name of Supervisor
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Describe specific duties and reason for leaving

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Previous employer	Phone	Job Title
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Address	City	State	Zip	Date Started	Date Ended
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Full-time	Part-time	Name of Supervisor
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Describe specific duties and reason for leaving

**References** (Other than supervisors named above)

Name	Position	Address	City	State	Zip	Phone
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To: All Applicants

Re: Identification of Minorities, Women, Persons with Disabilities, Disabled Veterans and Vietnam Era Veterans

In accordance with Executive Order 11246, Section 503 of the Rehabilitation Act of 1973 and Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, Dodge City Community College is supportive of affirmative action to employ and advance qualified individuals, including minorities, persons with disabilities, disabled veterans and veterans of the Vietnam era.

**Submission of the following information is voluntary. Refusal to provide this information will not affect your selection for employment. It will be kept confidential and will not be included with your application materials or provided to screening committees.**

**Please print:**

Title of position for which you are applying \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

1. Race/Ethnicity – Please **circle one** category that best describes your racial or ethnic group.

White (Not of Hispanic origin) | Black or African American | Hispanic or Latino | Asian  
Native Hawaiian or other Pacific Islander | American Indian/Alaskan Native

2. Disability – Physical or mental impairment causing difficulty in securing, retaining or advancing in employment. **Circle one** word that best describes your disability, if any.

Visual | Hearing | Speech | Physical | Developmental | Other (describe below) | None

\_\_\_\_\_  
\_\_\_\_\_

3. Are you a disabled veteran?     \_\_\_Yes                     \_\_\_No

4. Are you a Vietnam Era Veteran (service between August 1964 and May 7, 1975)?  
\_\_\_Yes     \_\_\_No     If yes, date of discharge? \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_