

Ivy Tech Community College Employment Application					
Personal Data					Date:
Last Name	First Name	Middle Name		Social Security Number	
Permanent Address - City		State	Zip Code		Home Phone
Mailing Address (if different from above)					Work Phone
Position for which you are applying	Full-Time?	Part-Time?	Salary Expected		Date Available
Have you previously been employed by the College?	Location			Date	
Have you ever been convicted of a crime other than a minor traffic offense?					
(A conviction will not necessarily disqualify you from the job for which you are applying. A conviction will be judged on its own merits with respect to time, circumstances, and seriousness.)					
If yes, please explain:					
Do you have the legal right to live and work in the U.S.?			Yes	No	
How were you referred to the College?			Internal Posting	External Advertisement	
Please Specify:					
Education					
	Print name, address, city, state, and zip code for each school listed		Years Completed	Degree, Major, or Type of Course	
High School					
Technical/Community					
College or University					

Graduate School			
Other			

Employment History			
Name and Address of Employer	Hire Date	Termination Date	
	Title	Present or Last Salary:	
	Reason for leaving:		
Phone:	Briefly describe your duties:		
Supervisor:			
Name and Address of Employer	Hire Date	Termination Date	
	Title	Present or Last Salary:	
	Reason for leaving:		
Phone:	Briefly describe your duties:		
Supervisor:			
Name and Address of Employer	Hire Date	Termination Date	
	Title	Present or Last Salary:	
	Reason for leaving:		
Phone:	Briefly describe your duties:		
Supervisor:			

Please return to the Human Resources Office.

Please read the following carefully.

I understand that I am certifying that my statements on this application are true and complete. Ivy Tech will rely upon my statements as the full truth. Any FALSIFICATION of information in this application will result in my termination regardless of the date of discovery. Also, any OMISSION of information that would have resulted in a decision not to offer employment to me will result in my termination regardless of the date of discovery.

I understand it is my responsibility to provide documentation of credentials as determined by College Human Resource

personnel at my own expense.

I authorize persons, schools, my current employer (if applicable), and previous employers and organizations named in this application (and accompanying resume, if any) to provide any relevant information that may be required to arrive at an employment decision.

	Signature	Date
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