Application For Temporary or Student Employment



KCTCS is an Equal Opportunity/Affirmative Action Employer and has an affirmative duty to reasonably accommodate otherwise qualified individuals with a disability.

(Please Print Use blue or black		Da	te of Application			
Name:						
Last		First N	Middle	Preferred		
Address:						
Number	Street	City	County	/ State	ZIP Code	
Telephone: ()		l	Last Four Digits of So	cial Security Number		
		is college or another KCTCS	S college? □Yes	s □No		
Name:		Date(s) employed	:	College/Office:		
(Proof of citizenship	or immigration status	status lawfully allow you to will be required upon employn art-time Number of hours	nent.) □Yes □No		sa:	
Classification: □	FR □SOPH □	□ Non-Degree				
Major:	Mind	or:	Anticipated Graduation/	Completion date:		
Total number of h	·	e to work per week:	Nights Evenings	Weekends On	Call	
	Monday	Tuesday	Wednesday	Thursday	Friday	
A.M.						
P.M.						
References List three references	Ses not related to ye	OU.				
Name		Address		Telephone		
or division, we req	uire specific appro	nriage to work at the Kentuc val of the Chancellor or KCT ood or marriage, neither of yo	TCS President as approp	riate. Also, in most case	s where we employ	
Do you have any If yes, provide the		by KCTCS? □Yes □N	lo			
Name			Relationship			
College Employed by			Job Title			

KRS 164.600(8) states that "no citizen member of the board of directors shall be a relative of any employee of the community college under its jurisdiction."

Education and Training (Attach a page or resume if additional space is needed.) Print Name, Number & Street **Dates** Type of Courses Credits Degree or Credential Credentials City, State, Zip Code for each **Attended** Major-Minor **Earned** Obtained

High School/ G.E.D./ Certificate Postsecondary / College

Employment History

Starting with the most recent position, list below any previous employers, including volunteer work. (Attach a page or resume if additional space is needed.)

Employment Data	Employment Data					
(1) Employer	(3) Employer					
Job Title	Job Title					
Full-Time or Part-Time Hours per week Salary (circle one) wk/hr	Full-Time or Part-Time Hours per week Salary (circle one) wk/hr					
Dates Employed	Dates Employed					
(2) Employer	(4) Employer					
Job Title	Job Title					
Full-Time or Part-Time Hours per week Salary (circle one) wk/hr	Full-Time or Part-Time Hours per week Salary (circle one) wk/hr					
Dates Employed	Dates Employed					
Have you ever been discharged from any position?If	so, why?					
Special licenses, certificates, or foreign languages:						
Check the following computer skills and office equipment in wh	ich you are comfortable utilizing:					
□MS Word □Excel □Access □PowerPoint □Internet/html □MS Outlook □PageMaker						
□Typewriter □Fax machine □Xerox □Scanner						
FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A STATE CONDITION OF EMPLOYMENT.	ATE AND NATIONAL CRIMINAL HISTORY BACKGROUND CHECK AS A					
Have you ever been convicted of a felony? ☐Yes ☐No						
If yes, please explain giving dates, location(s), and full name at the time:						

AGREEMENT

CERTIFY THAT ALL ANSWERS TO THE QUESTIONS IN THIS APPLICATION ARE TRUE, AND I FURTHER UNDERSTAND THAT ANY FALSE STATEMENTS AND/OR OMISSION IN THIS APPLICATION WILL BE SUFFICIENT GROUNDS FOR REJECTION OF THE APPLICATION, OR TERMINATION OF EMPLOYMENT WITHOUT NOTICE.

I AUTHORIZE THE KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM (KCTCS) TO MAKE ANY AND ALL-NECESSARY AND APPROPRIATE INVESTIGATIONS TO VERIFY THE INFORMATION CONTAINED HEREIN, INCLUDING CRIMINAL RECORDS, EDUCATIONAL CREDENTIALS AND WORK EXPERIENCE CHECKS. REFERENCES OBTAINED ARE DONE SO IN CONFIDENCE AND I UNDERSTAND THAT MY RIGHTS TO REVIEW ANY REFERENCE MATERIAL IS WAIVED.

PRIOR TO EMPLOYMENT, I MUST PROVIDE INFORMATION RELATED TO IDENTITY AND EMPLOYABILITY. FAILURE TO PROVIDE APPROPRIATE DOCUMENTATION FOR VERIFICATION OF EMPLOYMENT ELIGIBILITY SHALL RESULT IN IMMEDIATE TERMINATION OF EMPLOYMENT AND/OR ANY OFFER OF EMPLOYMENT.