



**KENNEBEC VALLEY
COMMUNITY COLLEGE**
M A I N E

EMPLOYMENT APPLICATION

Office of Human Resources, 92 Western Avenue, Fairfield, ME 04937-1367
PH: 207-453-5000 www.kvcc.me.edu

Please complete all information and use buttons at the top of this page to email or print application.

MAINE COMMUNITY COLLEGE SYSTEM

PERSONAL

Name: _____
Last First Middle

Today's Date: _____

Address: _____

Phone: Home _____

City, State, Zip: _____

Work _____

Previous Maine Community College System Employee? Yes No

Social Security No: _____

If yes, when? _____ Department: _____

Position Desired: _____

Type of work you are seeking: Full-Time Part-Time

Date Available: _____

If Part-Time, days and hours available: _____

Weekend/Shift Work? Yes No

REFERRAL SOURCE

WORK ELIGIBILITY

- Advertisement Agency
 Friend Relative
 Internal Posting Walk-in Other

Do you have the legal right to work in the United States? Yes No
Can you verify your legal right to work in the United States by providing a birth certificate, proof of citizenship, or other authorization? Yes No

EMPLOYMENT

Start with current or most recent employer. Please give complete information for full-time, part-time, and military positions, even if resume is attached.

1. Employed (state month and year): From _____ To _____

Salary: Weekly Annual Start _____ End _____

Employer: _____
Name Address City, State, Zip

Supervisor: _____
Name, Title, and Phone Number Reason for leaving

Job Titles and Duties: _____

2. Employed (state month and year): From _____ To _____

Salary: Weekly Annual Start _____ End _____

Employer: _____
Name Address City, State, Zip

Supervisor: _____
Name, Title, and Phone Number Reason for leaving

Job Titles and Duties: _____

EMPLOYMENT (CONTINUED)

Start with current or most recent employer. Please give complete information for full-time, part-time, and military positions, even if resume is attached.

3. Employed (state month and year): From _____ To _____

Salary: Weekly Annual Start _____ End _____

Employer: _____
Name
Address
City, State, Zip

Supervisor: _____
Name, Title, and Phone Number
Reason for leaving

Job Titles and Duties: _____

4. Employed (state month and year): From _____ To _____

Salary: Weekly Annual Start _____ End _____

Employer: _____
Name
Address
City, State, Zip

Supervisor: _____
Name, Title, and Phone Number
Reason for leaving

Job Titles and Duties: _____

EDUCATION AND TRAINING

SCHOOL	NAME AND LOCATION OF SCHOOL	FROM MO/YR	TO MO/YR	COURSE OF STUDY	DID YOU GRADUATE?	DEGREE/ DIPLOMA HELD
High School						
College						
Graduate						
Tech/Trade						
Other						

Licenses/Certifications: _____

Relevant/Specialized Training: _____

SKILLS/QUALIFICATIONS

Complete information for job-related skills only.

Computers (type of equipment): _____

Typing: _____ WPM: _____

Software: Spreadsheet _____ Word Processing _____
 Statistical _____ Database _____
 Programing languages _____

Physical Plant (list craft skills): _____

Other applicable skills: _____

ADDITIONAL QUESTIONS

Disclosures to these questions are not necessarily a bar to employment.

Do you have a current Maine driver's license? Yes No

Are you 18 years of age or older? Yes No If under 16, a work permit must be issued through a local school district.

Have you ever resigned from a prior employment or volunteer position after a complaint has been received against you or your conduct was under investigation or review? Yes No

Have you ever been dismissed or discharged for misconduct from an employment or volunteer position? Yes No

Have you ever been convicted of or entered a plea of guilty or no contest to a crime other than a minor traffic offense? Yes No
 If yes, provide date, offense, and disposition.

REFERENCES

Please complete information for three references, excluding relatives.

Name	Address	Office Phone	Home Phone	Relationship

I understand that completion of the MCCS Employment Application is a requirement of my employment at MCCS. A copy of that application will be subject to review by the hiring committee and the hiring authority.

- I certify that the information provided on this application (and accompanying resume, if applicable) is true and complete to the best of my knowledge.
- I authorize investigation of all statements contained herein and the contacting of references and previous employers. I release such persons and all parties from liability for communications involving my potential employment.
- I understand that my application for employment with the Maine Community College System (MCCS) may be subject to public disclosure.
- I understand that neither this application nor any offer of employment from the MCCS constitute an employment contract unless a specific document to that effect is executed in writing by both the MCCS and me.
- I understand that if employed, my employment is for no specified period of time and may be ended by either myself or by the MCCS at any time.
- If employed, I understand that false or misleading information provided in my application, resume, or interview(s) may result in immediate discharge.
- I agree to abide by all rules and regulations of the MCCS.

I also understand that completion of a Maine criminal background check is a requirement of any finalist for employment at MCCS. To complete that check, MCCS must know your date of birth and any maiden or other former names. Please provide that information below. Please note that your date of birth will not be provided to either the hiring committee or the hiring authority, and will be used only by administrative personnel for the purposes of running that check.

Maiden Name (if applicable): _____ Date of Birth: _____

Other Former Name(s): _____

 Signature

 Date

Kennebec Valley Community College is an equal opportunity, affirmative action employer. The College does not discriminate in its education and employment programs on the basis of age, race, color, gender, sexual orientation, national origin, disability, or religion.