

EMPLOYMENT APPLICATION

Laramie County Community College is an Equal Opportunity and Affirmative Action Employer. LCCC does not discriminate against any student, employee, or applicant on the basis of race, color, national origin, gender, gender identity, sexual orientation, marital status, mental or physical disability, military service, veteran status, religion or age in employment and education opportunities

Please answer all questions completely. Please do not provide any information not specifically requested on this Employment Application form.

Contact Information:

Last Name	First Name	Middle
Address (Number & Street, Apartment City State/Province Zip/Postal Code or Box No.)		
Primary Phone	Secondary Phone	E-mail

Desired Type of Employment Full-Time Part-Time Temporary

Date Available to Start **Desired Salary**

Are you legally entitled to work in the U.S.? Yes No

Do you require sponsorship? Yes No

If yes, please be advised that LCCC will not be able to offer sponsorship and cannot accept your application at this time.

Are you age 18 or over? Yes No

Do you have a valid driver's license? Yes No
State Issued:

Do you wish to claim Veteran's Preference? Yes No

Dates of Service: Branch of Service: Type of Discharge:

If you wish to claim Veteran's Preference please attach DD214 Form to your application substantiating your claim.

Are you currently employed by LCCC? Yes No

Have you ever been previously employed by LCCC? Yes No

If so, where? Please list Department, job title, and supervisor's name:

Do you have relatives employed by LCCC? Yes No

If yes, list names and titles:

EDUCATION

School/Institution Name

City

Country

State/Province

Did You Graduate

Degree

GPA

Start Date

End Date

Number of Years Completed

Major/Area of Study

Minor

School/Institution Name

City

Country

State/Province

Did You Graduate

Degree

GPA

Start Date

End Date

Number of Years Completed

Major/Area of Study

Minor

List any work related certifications or licenses you currently possess.

WORK HISTORY

Begin with present or most recent employer and list prior employers

May we contact your present employer?

Yes No

1. Name of Employer

Address

City

State/Province

Country

Zip/Postal Code

Dates Employed

From:

To:

Salary

Start:

End

:

Your Job Title

Phone

Supervisor's Name

Supervisor's Title

Describe Major Duties

Reason For Leaving

4. Name of Employer

Address

City

State/Province

Country

Zip/Postal Code

Dates Employed

From:

To:

Salary

Start:

End

:

Full-Time

Part-Time

Temporary

Your Job Title

Phone

Supervisor's Name

Supervisor's Title

Describe Major Duties

Reason For Leaving

5. Name of Employer

Address

City

State/Province

Country

Zip/Postal Code

Dates Employed

From:

To:

Salary

Start:

End:

Full-Time

Part-Time

Temporary

Your Job Title

Phone

Supervisor's Name

Supervisor's Title

Describe Major Duties

Reason For Leaving

6. Name of Employer

Address

City

State/Province

Country

Zip/Postal Code

Dates Employed

From:

To:

Salary

Start:

End:

Full-Time Part-Time Temporary

Your Job Title

Phone

Supervisor's Name

Supervisor's Title

Describe Major Duties

Reason For Leaving

REFERENCES

Name

Current Company

Relationship

Phone

E-Mail

Name

Current Company

Relationship

Phone

E-Mail

Name

Current Company

Relationship

Phone

E-Mail

BACKGROUND INFORMATION

Have you ever been convicted of any crime? Yes No

If yes, please answer the following questions:

Type of crime resulting in conviction:

Date of conviction:

Location of conviction:

Have you ever pled guilty or no contest to any crime? Yes No

If yes, please answer the following questions:

Type of crime resulting in plea:

Date of plea:

Location of plea:

Have you ever had the adjudication of guilt withheld for a crime? Yes No

Type of crime:

Date of offense:

Location:

Do you have any warrants or pending criminal charges against you? Yes No

If yes, please explain:

Please note that having a criminal history will **not** automatically disqualify you from employment eligibility. However, failing to disclose your criminal history will likely disqualify you from employment eligibility.

ADDITIONAL INFORMATION

Can you perform the essential functions of the position with or without accommodations? Yes
 No

If no, please state the type(s) of accommodations that may be necessary to perform the essential functions of the position. Laramie County Community College complies with the Americans with Disabilities Act and will make reasonable accommodations.

CERTIFICATION

I am aware that any omissions, falsifications, misstatements, or misrepresentations above may disqualify me for employment consideration and, if I am hired, may be grounds for termination at a later date. I understand that any information I give may be investigated as allowed by law. I consent to the release of information about my ability, employment history, and fitness for employment with other employers, schools, law enforcement agencies, and other individuals and organization to investigators, human resources staff, and other authorized employees of LCCC for employment purposes. This consent shall continue to be effective during my employment, if I am hired. I certify to the best of my knowledge and

belief that all of the statements contained herein and on any attachments are true, correct, complete and made in good faith.

I understand and accept

By checking the box above you are applying your signature and you agree to this Applicant Statement.

Completion of this section is not mandatory, it is requested to satisfy federal equal opportunity statistical reporting and research requirements and in order to aid LCCC in its commitment to Equal Employment Opportunity and Affirmative Action. This section will be detached from the application after processing and will not be made available to any hiring committees. Applicants who believe they have been discriminated against may file a complaint with the Wyoming Department of Workforce Services, 1510 East Pershing Blvd, Cheyenne, WY 82002.

Ethnic Group:

- White
- Black/African American
- Hispanic or Latino
- American Indian/Alaska Native
- Native Hawaiian/Pacific Islander
- Asian

Sex:

- Male
- Female