

KIRTLAND COMMUNITY COLLEGE

10775 North St. Helen Road

Roscommon, MI 48653

Fax: 989-275-8210

Email: hr@kirtland.edu

APPLICATION FOR CLASSIFIED EMPLOYMENT

PERSONAL INFORMATION			
Last Name:	First:	Middle:	Date
Street Address			Home Phone Number ()
City, State, Zip Code			Business Phone Number ()
Have you ever applied for employment at Kirtland? <input type="checkbox"/> Yes <input type="checkbox"/> No			Email:
Position Desired			When can you begin work?
Are you available for full-time employment? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you available for part-time employment? <input type="checkbox"/> Yes <input type="checkbox"/> No			Are you authorized to work in the US? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted of a crime? (excluding misdemeanors & traffic violations) <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, provide date and nature of offense)			
Other special training or skills (machine operation, typing speed, office skills, etc.)			

EDUCATION					
	SCHOOL NAME AND LOCATION	COURSE OF STUDY	YEARS COMPLETED	DID YOU GRADUATE?	DEGREE OR DIPLOMA
College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business/ Trade/ Technical				<input type="checkbox"/> Yes <input type="checkbox"/> No	
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	

EMPLOYMENT HISTORY

Please provide accurate, complete full-time and part-time employment record beginning with your present or most recent employer

Company Name	Telephone ()
Address	Dates of employment (month/year) From To
Name of Supervisor	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
Job Title	Reason for leaving

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We may contact the employers listed above unless you indicate those you do not want us to contact.	DO NOT CONTACT
	Employer _____ Reason _____

