

**KIRTLAND COMMUNITY COLLEGE**

10775 North St. Helen Road

Roscommon, MI 48653

Fax: 989-275-8210

Email: hr@kirtland.edu

**APPLICATION FOR FACULTY POSITION**

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)			

EDUCATION					
	SCHOOL NAME AND LOCATION	COURSE OF STUDY	YEARS COMPLETED	DID YOU GRADUATE?	DEGREE EARNED
Undergraduate College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate School				<input type="checkbox"/> Yes <input type="checkbox"/> No	

HONORS AND AWARDS

### OCCUPATIONAL HISTORY

List all non-teaching positions held in reverse chronological order.  
Vocational-Technical applicants should attach complete resume of occupational history.

ORGANIZATION	LOCATION	POSITION OR TITLE	NUMBER OF YEARS	DATES OF EMPLOYMENT

### TEACHING/EDUCATIONAL ADMINISTRATIVE HISTORY

List all teaching and educational administrative positions in reverse chronological order

SCHOOL OR COLLEGE	LOCATION	POSITION	SUBJECT TAUGHT	LEVEL OF INSTRUCTION	NUMBER OF YEARS	DATES

### MEMBERSHIP IN JOB-RELATED PROFESSIONAL ORGANIZATIONS

ORGANIZATION	YEARS	ORGANIZATION	YEARS

### MILITARY

Did you serve in the US Armed Forces?  Yes  No

If yes, in what branch?

Describe any training received relevant to the position for which you are applying:

### APPLICANTS FOR VOCATIONAL-TECHNICAL POSITIONS ONLY

Are you eligible to hold a state vocational certificate?

Yes

No

Applicants for nursing or cosmetology positions,  
please indicate license number

\_\_\_\_\_

### REFERENCES

List a minimum of four references that may be contacted regarding your character and ability as an educator

Name	Phone Number	Business/Profession and Title
Name	Phone Number	Business/Profession and Title
Name	Phone Number	Business/Profession and Title
Name	Phone Number	Business/Profession and Title

### ADDITIONAL REFERENCES

Vocational-Technical applicants should list references who may be contacted regarding work experience

Name	Phone Number	Business/Profession and Title
Name	Phone Number	Business/Profession and Title
Name	Phone Number	Business/Profession and Title
Name	Phone Number	Business/Profession and Title

May we contact your present employer?  Yes  No

**TRANSCRIPTS AND CREDENTIALS:** This application is not considered complete until transcripts and credentials (your professional biography) are on file at the college. Interviews will normally be arranged only after the application is complete.

### APPLICANT SIGNATURE

The information provided in this application for employment is true, correct and complete. If employed, any misstatement or omission of fact on this application may result in my immediate dismissal. I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

**KIRTLAND COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER**

The college's annual security report is available upon request.  
For a copy, contact 989-275-5000, ext. 283