

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
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 _____

