



# PRESCOTT COLLEGE APPLICATION FOR EMPLOYMENT

220 Grove Avenue  
Prescott, AZ 86301  
Phone: (928)350-4200  
Fax: (928)776-5103  
Email: [jobs@prescott.edu](mailto:jobs@prescott.edu)

Equal access to programs, services, and employment is provided to all persons.  
Applicants requesting reasonable accommodation to the hiring process should notify Human Resources.

**APPLICATIONS ARE ACCEPTED FOR POSTED POSITIONS ONLY. A SEPARATE APPLICATION IS REQUIRED FOR EACH POSITION.  
A CURRENT RESUME AND LETTER OF INTEREST ARE REQUIRED ALONG WITH A CURRENT APPLICATION.**

## POSITION APPLYING FOR

	DATE
--	------

## APPLICANT

LAST NAME	FIRST NAME	MI
-----------	------------	----

## PERSONAL DATA

ADDRESS	CITY	STATE	ZIP CODE
---------	------	-------	----------

PHONE NUMBER	EMAIL ADDRESS
--------------	---------------

Are you legally eligible for employment in the United States? <input type="checkbox"/> YES <input type="checkbox"/> NO	Can you provide proof of your legal right to work in the United States? <input type="checkbox"/> YES <input type="checkbox"/> NO	Have you ever been employed by Prescott College? <input type="checkbox"/> YES: FROM _____ TO _____ <input type="checkbox"/> NO
--	--	--

Have you been convicted of a felony within the last seven (7) years? <input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, please state the date of the conviction, the county and state, and the nature of the offense:  (NOTE: Conviction does not necessarily disqualify applicant from employment.)
---	--

Do you have a relative currently employed with the College? <input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, please provide name of relative.
---	--

## JOB AVAILABILITY

DATE AVAILABLE TO WORK	TYPE OF EMPLOYMENT DESIRED <input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/> TEMPORARY	SALARY DESIRED \$
------------------------	--	----------------------

## EDUCATION

SCHOOL	LOCATION CITY, STATE	DEGREE RECEIVED	GRAD DATE	MAJOR/MINOR
HIGH SCHOOL				
TECH/COLLEGE/UNIVERSITY				
TECH/COLLEGE/UNIVERSITY				
TECH/COLLEGE/UNIVERSITY				

## HR USE ONLY

Add To Tracking \_\_\_\_\_  Scanned

## EMPLOYMENT

List your employment history (including military experience) beginning with your current or last position up to the last seven (7) years or the last 4 employers, whichever is greater. A resume and cover letter are required however they will not be accepted in lieu of a completed application. (Please feel free to add additional pages, if needed.)

EMPLOYER	ADDRESS	PHONE NUMBER
POSITION TITLE	SUPERVISOR	SUPERVISOR TITLE
DATES OF EMPLOYMENT FROM _____ TO _____		RATE OF PAY \$ _____ PER _____
DESCRIPTION OF WORK		
REASON FOR LEAVING	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	

EMPLOYER	ADDRESS	PHONE NUMBER
POSITION TITLE	SUPERVISOR	SUPERVISOR TITLE
DATES OF EMPLOYMENT FROM _____ TO _____		RATE OF PAY \$ _____ PER _____
DESCRIPTION OF WORK		
REASON FOR LEAVING	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	

EMPLOYER	ADDRESS	PHONE NUMBER
POSITION TITLE	SUPERVISOR	SUPERVISOR TITLE
DATES OF EMPLOYMENT FROM _____ TO _____		RATE OF PAY \$ _____ PER _____
DESCRIPTION OF WORK		
REASON FOR LEAVING	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	

EMPLOYER	ADDRESS	PHONE NUMBER
POSITION TITLE	SUPERVISOR	SUPERVISOR TITLE
DATES OF EMPLOYMENT FROM _____ TO _____		RATE OF PAY \$ _____ PER _____
DESCRIPTION OF WORK		
REASON FOR LEAVING		MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO

### PROFESSIONAL LICENSES AND/OR CERTIFICATIONS

LICENSE/CERTIFICATION	ORGANIZATION	CURRENT? (Y or N)	IF NOT CURRENT LIST REASON

### PROFESSIONAL REFERENCES

NAME/TITLE	ORGANIZATION	TELEPHONE	RELATIONSHIP

### APPLICANT AUTHORIZATION

"I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that, if employed, falsified statements and/or pertinent omissions on this application, in interviews, or in other information that I supplied, shall be grounds for dismissal. I authorize investigation of all statements contained herein; I authorize disclosure from all references and employers listed on this application to provide Prescott College representatives with any and all information concerning my present and previous employment and any pertinent information they may wish to share. I hereby release the College from all liability for any damage that may result from the utilization of such information. I understand and agree that if hired, my employment is "at will", no representative of the college has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized college representative."

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Prescott College is committed to **Equal Opportunity** for all applicants for employment, without discrimination on the basis of race, color, creed, national or ethnic origin, sex or sexual orientation, age, religion, disability, marital or parental status and status with respect for public assistance or veteran's status.

The Equal Opportunity Coordinator of the Human Resources department can be contacted at 928.350.4200 to discuss and investigate matters concerning discrimination.

The information offered is not used to evaluate your application for employment; it is used for statistical reporting only and is removed from your application documents. This information is voluntarily provided and is kept confidential. You may refuse to disclose this information by completing you name, position, date and checking the box beneath your name. Thank you for your cooperation.

<hr/> NAME	<hr/> POSITION APPLIED FOR	<hr/> DATE
<input type="checkbox"/> Would prefer not to complete		

**Gender**

Female       Male

**Ethnic Group**

Please check one of the descriptions below corresponding to the ethnic group with which you most identify.

**American Indian or Alaskan Native**  
A person having origins in any of the original people of North America and who maintains cultural identification through tribal affiliation or community recognition.

**Asian or Pacific Islander**  
A person having origins in any of the original peoples of the Far East, Southeast Asia, the Pacific Islands, or the Indian subcontinent. This area includes, for example, China, India, Japan, Korea, the Philippine Islands and Samoa

**Black, not of Hispanic Origin**  
A person having origins in any of the Black people groups of Africa.

**Hispanic**  
A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

**White, not of Hispanic Origin**  
A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

**Veteran Status**

Vietnam Era Veteran     Disabled     Other     None

**How did you hear about this position?**

Prescott Newspaper (Courier)       Arizona Republic       Tucson Newspaper (AZ Daily Star)

Other Newspaper (Please specify) \_\_\_\_\_       Better Prescott Jobs.com

Chronicle of Higher Education       Trade Publication

Prescott College Website       Careerbuilder

Employee Referral       DES

Other \_\_\_\_\_