



Assistance will be made available in the application and pre-employment screening processes for applicants with disabilities who request such assistance in advance

Application materials must be in the human resources office by the closing date to be considered.

Please type or print

POSITION

Title	Location (campus)	Date
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PERSONAL DATA

Full Legal Name	Email Address		
Address	City	State	Zip
Home Phone	Best Time to Call		
Office Phone	Best Time to Call		
Cell Phone	Best Time to Call		
Message Phone	Best Time to Call		

- FOR HUMAN RESOURCES USE ONLY**
- Letter of Application
 - Supplemental Exam
 - Resume
 - Transcript(s)
 - References
 - Other

EMPLOYMENT INFORMATION

May we contact all employers/supervisors listed on page 2 and/or your resume? <input type="checkbox"/> Yes <input type="checkbox"/> No
List employer(s)/supervisor(s) you do not wish us to contact at this time:
Are you a citizen or do you have a visa which permits you to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No If not a U.S. citizen, please state type of work visa:
Within the past 10 years, have you been convicted of a felony, or released from prison for any crimes, excluding misdemeanors, summary offenses, parking tickets and traffic citations, which has not been annulled, expunged or sealed by the court? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, on a separate piece of paper, give all conviction dates, prison release dates and the nature of the offenses. Please note that a conviction/criminal history record does not necessarily disqualify an individual from employment at Wenatchee Valley College. <i>Please note: Proof of citizenship or legal right to work in the U.S. will be required upon hiring.</i>

Name _____
 Position _____

List subjects you are qualified to teach or other types of work you are qualified to perform:

EMPLOYMENT HISTORY (List most recent experience first)

Employer		City, State	From (month/year) to (month/year)
Job Title	Hours/Week	Supervisor (name/title)	Telephone
Specific Duties (two separate lines)			
Reason for Leaving			
Employer		City, State	From (month/year) to (month/year)
Job Title	Hours/Week	Supervisor (name/title)	Telephone
Specific Duties (two separate lines)			
Reason for Leaving			
Employer		City, State	From (month/year) to (month/year)
Job Title	Hours/Week	Supervisor (name/title)	Telephone
Specific Duties (two separate lines)			
Reason for Leaving			
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Job Title	Hours/Week	Supervisor (name/title)	Telephone
Specific Duties (two separate lines)			
Reason for Leaving			
Employer		City, State	From (month/year) to (month/year)
Job Title	Hours/Week	Supervisor (name/title)	Telephone
Specific Duties (two separate lines)			
Reason for Leaving			

EDUCATION Check the following diploma/degrees you have earned:

High School or GED AA/ATS/AAS Bachelor's Master's Doctorate

List colleges and business, trade, and other schools you have attended, beginning with the *most recent*. Attach more pages if necessary.

Name and Location	Major	Degree and Date Received
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LICENSES/CERTIFICATIONS/OTHER TRAINING (List name, type, number, issuing state and/or length of training)

LANGUAGES (Bi-lingual) (List languages and indicate fluency (fluent verbally, fluent written, some verbal, some written))

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REFERENCES

List four individuals who are knowledgeable of your current professional and/or work activities:

Name/Title/Company	Email Address	Day Phone (include area code)

Please read the following and sign below.

<p>In adherence to provisions of the Immigration Reform and Control Act, Wenatchee Valley College hires only United States citizens and aliens authorized to work in the United States. As a condition of employment, new employees must provide acceptable proof of identity and employment eligibility within three days of initial hire.</p>

The information I have supplied is true to the best of my knowledge. I understand that false statements on this application may be considered sufficient cause for elimination of my application from consideration, or, if employed, for dismissal. If employment is obtained under this application, I will comply with all rules, regulations, policies and procedures of Wenatchee Valley College.

I agree to be responsible for any college property and equipment issued to me until returned to the college and agree to pay for any property and equipment which I do not return.

I knowingly and voluntarily release all former or current employers, references, and Wenatchee Valley College from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with Wenatchee Valley College (unless I specifically request otherwise). A photocopy, electronic transfer (e-mail) or fax of this release shall have the same effect as the original.

Signature	Date
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Wenatchee Valley College is committed to enhancing the diversity of its workforce.
All qualified applicants are encouraged to apply.

Wenatchee Valley College is an Equal Opportunity Employer

Confidential Information for Federal and State Reporting

Name _____ Position _____

Wenatchee Valley College is required by law to report the composition of its employment force to the government. The information on this form will be filed separately from your main application form. Safeguards are used to prevent the discriminatory abuse of this information. It will be available only to the person responsible for governmental reporting. We ask your voluntary cooperation in responding to the questions below. Wenatchee Valley College is an equal opportunity employer.

1. Are you 40 years of age or older?

Yes No

2. Military Status (Please check all that apply)

Non-Veteran Disabled Veteran other than Vietnam (DO)
 Veteran other than Vietnam (OV) Disabled Vietnam-Era Veteran (DV)
 Vietnam-Era Veteran (VV) Spouse of Deceased Veteran (SV)

Date of Discharge: _____

3. Disability Information

For affirmative action purposes, people with disabilities are persons with a permanent physical, mental, or sensory impairment which substantially limits one or more major life activities. Physical, mental, or sensory impairment means: (a) any physiological or neurological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the body systems or functions; or (b) any mental or psychological disorders such as mental retardation, organic brain syndrome, emotional or mental illness, or any specific learning disability. The impairment must be material rather than slight, and permanent in that it is seldom fully corrected by medical replacement, therapy, or surgical means.

Do you have a physical, sensory, or mental condition that substantially limits any of your major life functions, such as working, caring for yourself, walking, doing things with your hands, seeing, hearing, or learning?

Yes No

4. Gender

Male Female

5. What is your race?

(Please check one or more unless you are Hispanic or Latino—see definitions)

Caucasian/White (800)
 Black or African American (870)
 American Indian (597)

Please specify principal tribal affiliation: _____

Alaskan Native

Aleut (941) Eskimo (935)
 Other Native American: _____

Asian

Chinese (605) Japanese (611)
 Cambodian (604) Korean (612)
 Vietnamese (619) Filipino (608)
 Other Asian: Please specify _____

Native Hawaiian or Other Pacific Islander

Native Hawaiian
 Pacific Islander. Please specify _____

6. Are you Hispanic or Latino?

No, (999)
 Yes, Cuban (709)
 Yes, Puerto Rican (727)
 Yes, Mexican, Mexican-American, Chicano (722)
 Yes, Other Hispanic or Latino (for example: Argentinean, Colombian, Dominican, Nicaraguan, Salvadoran, Spaniard, etc.).
 Please specify: _____

DEFINITIONS

- ◆ **Caucasian/White:** A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- ◆ **Black or African American:** A person having origins in any of the black racial groups of Africa.
- ◆ **Hispanic or Latino:** A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- ◆ **Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian, subcontinent. This area includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, the Philippine Islands, Thailand and Vietnam.
- ◆ **American Indian or Alaskan Native:** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains cultural identification through tribal affiliation or community attachment.
- ◆ **Native Hawaiian or Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

How did you learn about this opportunity? Please check all that apply:

- Newspaper or other media advertisement (specify) _____
- WorkSource Washington _____
- Internet Posting (specify Website) _____
- Other (specify) _____

