

Employment Application



The Dixie Applied Technology College does not discriminate on the basis of race, color, national origin, sex, age, or disabilities. Please inform the Human Resources Department if you require reasonable accommodations for the application or interview.

PART A: APPLICANT DATA

Date: _____ Position Applying For: _____

Full Name: _____
Last First Middle

Address: _____ City: _____ State: _____ ZIP: _____

Phone: _____ CellPhone: _____ Email: _____

Date Available to Start: _____ Social Sec #: _____ - _____ - _____

Have you ever worked for DXATC? Yes No If yes, When? _____

Are you legally allowed to work in the United States? Yes No

Type of employment desired: Full-Time Part-Time Temporary

Have you ever been convicted of a felony? Yes No If yes, give dates and details: _____

Answering "yes" to these questions does not constitute an automatic rejection for employment. Date of the offense, seriousness and nature of the violation, rehabilitation, and position applied for will be considered.

How did you hear about the open position? _____

PART B: EDUCATION

High School: _____ Address: _____

of Years Completed: _____ Did you Graduate? Yes No

College/University: _____ Address: _____

of Years Completed: _____ Did you Graduate? Yes No Degree: _____

Major: _____ GPA: _____

Other: _____ Address: _____

of Years Completed: _____ Did you Graduate? Yes No Degree: _____

Major: _____ GPA: _____

PART C: REFERENCES

Please furnish the name, address, and telephone number of three people to whom you are not related and by whom you have not been employed.

1. Name: _____ Phone: _____

Address: _____ City: _____ State: _____ ZIP: _____

2. Name: _____ Phone: _____

Address: _____ City: _____ State: _____ ZIP: _____

3. Name: _____ Phone: _____

Address: _____ City: _____ State: _____ ZIP: _____

PART D: SUMMARY OF SPECIAL SKILLS OR QUALIFICATIONS

PART E: PREVIOUS EMPLOYMENT

1. Dates of Employment: From: _____ To: _____

Company: _____ Address: _____

Phone: _____ Supervisor: _____ Title: _____

Responsibilities: _____

Starting Salary: _____ Ending Salary: _____

Reason for Leaving: _____

May we contact this employer for a reference? Yes No

2. Dates of Employment: From: _____ To: _____

Company: _____ Address: _____

Phone: _____ Supervisor: _____ Title: _____

Responsibilities: _____

Starting Salary: _____ Ending Salary: _____

Reason for Leaving: _____

May we contact this employer for a reference? Yes No

3. Dates of Employment: From: _____ To: _____

Company: _____ Address: _____

Phone: _____ Supervisor: _____ Title: _____

Responsibilities: _____

Starting Salary: _____ Ending Salary: _____

Reason for Leaving: _____

May we contact this employer for a reference? Yes No

PART F: CERTIFYING STATEMENT

I certify that my answers are true and complete to the best of my knowledge. In connection with my application for employment in a position which may involve access to or involvement in secondary students, or financial process, I hereby authorize Dixie Applied Technology College to review my past and/or present employment and/or education, and to conduct a criminal history background check to ascertain all information which may be pertinent to my employment qualifications. I hereby release all persons, organizations, or government agencies from any damages of, or resulting from, furnishing such information. In the event that I am employed, I understand that false or misleading information given in my application or interview(s) may result in discharge. (Continued employment is contingent upon background check results.)

Signature

Date

Note: This application will be evaluated without regard to race, color, religion, sex, marital status, national origin, or handicap.