

Application for Employment



Please do not indicate "see resume" on any part of the application form. When applying for a position, it is often requested that a cover letter, resume, and copies of transcripts be submitted.

Name: Last			First			Middle			Preferred First Name:		
Address: Street			City			State			Zip Code		
County of Residence:				<input type="checkbox"/> City / <input type="checkbox"/> Village / <input type="checkbox"/> Township of Residence:							
Social Security Number: (Optional)				Phone Number: Home				Work			
E-mail Address: (Optional)							Date of Application:				

Position Title: _____ Position Number*: _____

Note: Application forms will only be accepted for positions that are currently available. You cannot apply for a position that is not posted. All available positions are listed on our website. Keep a copy of your application and materials. CVTC is not able to copy materials forward if you are interested in more than one position or if you wish to apply for positions in the future.

*Indicate "employee" if you have been recently hired and do not have a position number.

How did you learn of this position:
(Examples: Eau Claire Leader Telegram newspaper, Wisconsin Job Center, www.careerbuilder.com, www.higheredjobs.com, Chippewa Herald)

Have you been employed by Chippewa Valley Technical College in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide the following information: Position: _____ Employment Dates: _____ Previous Names Used: _____	Have you been awarded a certificate from the Wisconsin Technical College System Board? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide the following information and attach a copy of the certificate. Type of Certificate: _____ Instructional Area: _____ Expiration Date: _____
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Are you eligible for employment in the United States? Yes No

EDUCATION

Have you received a high school diploma or its equivalent? Yes No

Note: Any education used to meet the requirements of the position must be verified by a transcript. Photocopies of transcripts are accepted during the application process. Official transcripts are required of candidates hired for certified positions.

School Name and Address: (College, Technical/Business School, and Post-Graduate)	Number of Years Attended	Completion of Degree	Credits	Type of Diploma/Degree	Major	Minor
		<input type="checkbox"/> Yes <input type="checkbox"/> No				
		<input type="checkbox"/> Yes <input type="checkbox"/> No				
		<input type="checkbox"/> Yes <input type="checkbox"/> No				
		<input type="checkbox"/> Yes <input type="checkbox"/> No				

WORK EXPERIENCE

List most recent employer first. Use a separate section to indicate change in subjects taught or change in position, even if with the same school or employer.

Name of Employer:			
Street Address:		City, State, and Zip Code:	
Position Title:		Type of Work Experience: <input type="checkbox"/> Teaching <input type="checkbox"/> Counseling <input type="checkbox"/> Non-Teaching <input type="checkbox"/> Self-Employment	
If teaching, list subjects taught. Exclude: substitute teaching, teacher-assistant experience, graduate-assistance positions, or similar work.		If non-teaching or self-employment, describe in detail your position responsibilities.	
If teaching or counseling, number of semesters: at 50% load or more: _____ at less than 50% load: _____			
Employed From: ____ Month ____ Year	To: ____ Month ____ Year	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time If part time, hours per week: _____	Total Duration of Employment: ____ Years ____ Months
Supervisor Name and Title:		Telephone Number:	
Start:	Salary Final:	Reason for Leaving:	

Name of Employer:			
Street Address:		City, State, and Zip Code:	
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Employed From: _____ Month Year	To: _____ Month Year	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time If part time, hours per week: _____	Total Duration of Employment: _____ Years _____ Months
Supervisor Name and Title:		Telephone Number: _____	
Start:	Salary Final: _____	Reason for Leaving:	

Use a separate sheet to continue with any additional qualifying employment data, using same format as above.

PROFESSIONAL REFERENCES	
Name:	Title:
Business:	Telephone: Work Other
Name:	Title:
Business:	Telephone: Work Other
Name:	Title:
Business:	Telephone: Work Other

ADDITIONAL INFORMATION
List other professional or occupational training, licenses, skills, or qualifications.
Has a State Licensing Authority ever revoked, suspended, or placed conditions upon your professional/occupational license(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe in full.
Have you ever been convicted of a felony crime? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain by indicating the location, date, and nature of the offense.
Employment with CVTC is contingent upon successful completion of a background check(s). A conviction will not automatically disqualify you from employment. All cases are considered on an individual basis, and the offense will be compared to the position that you are applying for.

**PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING
TO INDICATE YOUR UNDERSTANDING.**

The information I have provided in this Application for Employment and any attachments including a resume is true, correct, and complete. False, incomplete, or misrepresented information of any kind will be sufficient cause for my application to be rejected or, if discovered after I am employed, will be cause for immediate termination of my employment.

I understand that all employers and references may be contacted during the final stage of the selection process. Therefore, I authorize and request any present or former employer, educational institution, law enforcement agency, or other persons having personal knowledge about me to furnish Chippewa Valley Technical College, and/or its agents, with any and all information in their possession regarding me in connection with an application for employment that I have filed with Chippewa Valley Technical College, including all transcripts/school records and all of my personnel records with current or prior employers. I hereby release Chippewa Valley Technical College from liability and hold harmless all persons or organizations supplying this information to Chippewa Valley Technical College and/or its agents.

I understand that final employment may be contingent upon specific requirements such as successful completion of a background check, criminal background check, driver's license check, drug test, and reference checks.

A photocopy and/or facsimile copy of this signed authorization is as effective as the original.

Signature of Applicant: _____

Date: _____

Chippewa Valley Technical College does not illegally discriminate on the basis of race, color, creed, national origin, religion, gender, age, disability, sexual orientation, lack of English skills, arrest or conviction record, political affiliation, marital status, or other protected categories, in its services, employment, programs, and/or educational programs and activities, including but not limited to admissions, access and participation. The College attempts to be in compliance with all federal laws including but not limited to Title IX & Section 504. Inquiries regarding this non-discrimination policy should be directed to the Equal Opportunity Officer at 620 West Clairemont Avenue, Eau Claire, Wisconsin 54701 (715) 833-6334. Chippewa Valley Technical College provides reasonable accommodations to assist persons with disabilities to access or participate in its programs or activities. Chippewa Valley Technical College is an equal opportunity/access employer and educator.

Thank you for completing this application form and for your interest in employment with Chippewa Valley Technical College.

Chippewa Valley Technical College
620 W. Clairemont Avenue • Eau Claire, WI 54701-6162
(715) 833-6470 (Fax)
<http://www.cvtc.edu/employment>
An Equal Opportunity/Access Educator and Employer



Equal Opportunity/Access Survey

Chippewa Valley Technical College is an equal opportunity/access employer and educator. Upon application for an open position, all qualified candidates will be considered.

In compliance with government regulations and affirmative action responsibilities, Chippewa Valley Technical College does not discriminate in regard to race, religion, age, national origin, sex, sexual orientation, marital status, military service, disability, or arrest or conviction record.

The following questions are being asked to fulfill affirmative action responsibilities and **will not be used to discriminate against applicants in any way.** Please help us comply with government agency requirements by completing this survey.

This information will be kept in a "confidential" file separate from the Application for Employment. Completion of this form is optional for all applicants. Employees will be required to complete this form upon hire if not previously completed. Thank you for your cooperation.

Equal Opportunity Officer
Chippewa Valley Technical College
620 W. Clairemont Avenue, Eau Claire, WI 54701-6162
<http://www.cvtc.edu/employment>
(715) 833-6334

Name: _____			Date: _____		
(last)	(first)	(middle)			
Social Security Number: _____					
Address: _____					
(number, street)		(city)		(state) (zip)	
Please check which recruitment source(s) you used to find this position.					
<input type="checkbox"/> Newspaper _____					
<input type="checkbox"/> CVTC Website (http://www.cvtc.edu/jobs/jobpost.htm)					
<input type="checkbox"/> Word of Mouth					
<input type="checkbox"/> JobNet Website or Wisconsin Job Service/Job Center					
<input type="checkbox"/> NationJob Website					
<input type="checkbox"/> Mailing from CVTC					
<input type="checkbox"/> Wisconsin Job Opportunities Bulletin					
<input type="checkbox"/> Hmong Times					
<input type="checkbox"/> State Placement Services at School Campuses (two- and four-year schools in the surrounding area)					
<input type="checkbox"/> Chronicle of Higher Education					
<input type="checkbox"/> Job Fair _____					
<input type="checkbox"/> Other _____					
<input type="checkbox"/> Male		<input type="checkbox"/> Female		Age: _____	
				Date of Birth: ____/____/____	
<input type="checkbox"/> Black		<input type="checkbox"/> White		<input type="checkbox"/> American Indian/Alaskan Native	
				<input type="checkbox"/> Hispanic	
				<input type="checkbox"/> Asian/Pacific Islander	
The Americans with Disabilities Act requires that employers provide a reasonable accommodation to qualified applicants or employees with disabilities. According to the ADA, disability is defined as a person who has a physical or mental impairment that substantially limits a major life activity; has a record of a substantially limiting impairment; or a person who is regarded as having a substantially limiting impairment. Based on this definition, do you identify yourself as a person with a disability? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Position Title: <u>Part-Time/Substitute Instructor</u>				Job Number: <u>655 PT/Sub Pool</u>	