



# EMPLOYMENT APPLICATION FOR COLLEGE OF EASTERN IDAHO

1600 South 25<sup>th</sup> East, Idaho Falls, Idaho 83404

Job Position Desired		
Prefix	Name (First, MI, Last)	Suffix
County	Address	
Address cont.		
City	State/Location	Postal Code
Primary Contact Method		Primary Phone
Secondary Phone	Email Address	
* The email address you enter above will allow our staff to correspond with you about your interest in employment.		
How did you hear about us?		

## Equal Employment Opportunity

We are equal opportunity employers and do not discriminate in hiring or employment on the basis of race, color, religion, national origin, citizenship, gender, marital status, sexual orientation, age, disability, veteran status, or any other characteristic protected by federal, state, or local law.

To maintain accurate data, we request that you fill in the sections that apply to you. This information is being requested on a voluntary basis. You will not be subjected to adverse treatment either by providing the information or by failing to complete the sections.

The only purpose for this information is to assist us in promoting equal employment opportunities throughout our organization.

- I choose not to self-identify

### What is your gender?

- Male  
 Female

### What is your race/ethnicity?

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li><input type="radio"/> Hispanic or Latino<br/>A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.</li> <li><input type="radio"/> White (Not Hispanic or Latino)<br/>A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.</li> <li><input type="radio"/> Black or African American (Not Hispanic or Latino)<br/>A person having origins in any of the Black racial groups of Africa.</li> <li><input type="radio"/> Asian (Not Hispanic or Latino)<br/>A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.</li> </ul> | <ul style="list-style-type: none"> <li><input type="radio"/> Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)<br/>A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</li> <li><input type="radio"/> American Indian or Alaskan Native (Not Hispanic or Latino)<br/>A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains tribal affiliation or community attachment.</li> <li><input type="radio"/> Two or More Races (Not Hispanic or Latino)<br/>A person who identifies with more than one of the above six races.</li> </ul> |
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## Background Information

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job related medical condition or handicap, or any other legally protected status.

Are you eligible to work legally in the United States?

Yes  
 No

Have you ever been convicted of, or entered a plea of guilty, no contest, or had a withheld judgment to a felony?

Yes  
 No

If Yes, please explain:

Have you ever been employed by the College of Eastern Idaho, or Eastern Idaho Technical College?

Yes  
 No

If Yes, Position(s) Held:

Dates of Employment:

All applicants for employment shall disclose to the Human Resources offices the identity of any of their family members who are employed by the College. The term "family members" shall include, but not necessarily be limited to, persons residing in the same household whether or not related by blood or marriage, and spouses, parents, children and siblings. Please indicate below those person who qualify as "family members".

Name: Relationship:

Name: Relationship:

## Employment History

Please list your most recent employer first.

Employer Name		Type of Business	
Employer's Address		City	
Country	State/Region	Postal Code	
Phone Number	May we contact this employer?	<input type="radio"/> Yes	<input type="radio"/> No
Job Title	Are you currently employed with this organization?	<input type="radio"/> Yes	<input type="radio"/> No
Starting Date (mm/dd/yyyy)	Ending Date (mm/dd/yyyy)		
Supervisor's Name	Supervisor's Title		

Reason for leaving or seeking other employment?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



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Country	State/Region	Postal Code	
Phone Number	May we contact this employer?	<input type="radio"/> Yes	<input type="radio"/> No
Job Title	Are you currently employed with this organization?	<input type="radio"/> Yes	<input type="radio"/> No
Starting Date (mm/dd/yyyy)	Ending Date (mm/dd/yyyy)		
Supervisor's Name	Supervisor's Title		
Reason for leaving or seeking other employment? _____ _____			

Employer Name		Type of Business	
Employer's Address		City	
Country	State/Region	Postal Code	
Phone Number	May we contact this employer?	<input type="radio"/> Yes	<input type="radio"/> No
Job Title	Are you currently employed with this organization?	<input type="radio"/> Yes	<input type="radio"/> No
Starting Date (mm/dd/yyyy)	Ending Date (mm/dd/yyyy)		
Supervisor's Name	Supervisor's Title		
Reason for leaving or seeking other employment? _____ _____			

Education				
Indicate: College, Vocational or Trade School, or Graduate Work	Name and Location of School	Course of Study	Number of Years Completed	Diploma or Degree Received



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## Conditions of Application and Employment

I certify that all information given on this application is true, correct, and complete to the best of my knowledge. I also certify that I have accounted for all of my work, experience, and training on this application and that I have not knowingly withheld any fact or circumstance which would, if disclosed, affect my application unfavorably.

The College of Eastern Idaho is hereby authorized to make any investigation of my employment, educational, or background history through investigative agencies or bureaus of its choice. I release all relevant parties from all liability of any damages resulting from furnishing such information.

If employed by the College of Eastern Idaho, I agree to abide by its rules and regulations. I understand that discovery of misrepresentation or omission of facts herein will make me ineligible for employment or be a cause for immediate dismissal. I agree to furnish additional information as may be required to complete my employment file. I understand that operating conditions may require me to temporarily and/or regularly work shifts other than the one which I am applying and I agree to such scheduling change as directed by my supervisor. I understand that while I may have applied for a position in one department, my application may be considered for other departments unless I have specified otherwise.

I have read and reviewed the description of the job for which I am applying and I meet the minimum qualifications. I understand that I must be capable of performing the essential functions of the job effectively and safely, with or without reasonable accommodation.

I also understand that my employment may be subject to the successful completion of any pre-employment requirements.

I further understand that the College of Eastern Idaho is committed to providing a safe, productive, and efficient work environment free from the use of illegal drugs, and alcohol.

I understand that this is an application for employment and that if employed, and unless there is a separate signed contractual agreement, such employment is for an indefinite period and can be terminated at will by either party, with or without notice, at any time, for any or no reason, and is subject to change in wages, conditions, benefits, and operating policies.

**I agree to the statements of the authorization above.**

**Signature**

**Date**