



Mineral Area College
Serving Communities Since 1922

PO Box 1000
Park Hills, MO 63601
Phone (573) 518-2378

Application for Employment
Please print in black ink or type

Type of work desired:

Full Time Part Time Both Temporary Employment Any Employment

Position Desired: _____

Name: _____
(First) (Middle) (Last)

Social Security # _____

Mailing Address: _____
(Street/PO Box) (City) (State) (Zip)

E-mail Address: _____

Telephone: Work _____ Home _____ Cell _____

Have you ever been convicted of a crime other than a minor traffic violation? Yes No If yes, explain: _____

(Disclosure of a criminal record will not necessarily disqualify you from employment consideration. Each offense will be evaluated on its own with respect to time, circumstance and seriousness in relationship to the job for which you are applying.)

If you are hired, can you provide proof of authorization to work in the United States? Yes No

If you are hired, will you be legally employable on the date employment is scheduled to begin? Yes No

Education

GED High School Diploma From _____
School Location

Name of Institution(s) and State	Dates Attended	Major	Degree/Date Received

Specilaized Training, Vocational, etc	Dates Attended	Course of Study	Certificate/Date Received

Do you have any licenses/certificates? Yes No If yes, please list type and expiration date _____

Check all software proficiencies: Microsoft Word PowerPoint Excel Access Adobe
 InDesign Other, please list _____

EMPLOYMENT RECORD

Most Recent First - If additional space is needed, please attach separate sheet.

Company Name _____ Dates Employed _____ to _____

Address _____ Phone Number _____

Job Title _____ Name of Supervisor _____

May we contact for references? Yes No Reason for Leaving _____

Describe your duties _____

Company Name _____ Dates Employed _____ to _____

Address _____ Phone Number _____

Job Title _____ Name of Supervisor _____

May we contact for references? Yes No Reason for Leaving _____

Describe your duties _____

Company Name _____ Dates Employed _____ to _____

Address _____ Phone Number _____

Job Title _____ Name of Supervisor _____

May we contact for references? Yes No Reason for Leaving _____

Describe your duties _____

Professional References (Not Relatives):

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

I certify that the above statements are correct, and if employed, understand that any false information in this application will be sufficient grounds for termination. I further agree that all policies, procedures, and regulations authorized by the Board of Trustees shall constitute a part of my appointment or employment. I understand that the College may conduct a complete criminal and financial background check and authorize the College to do so. I understand that if offered employment, it is contingent upon the outcome of the background investigation as it relates to my suitability for the employment I seek. I further authorize the College to check all information contained on the application or discovered through the application/resume process. I hereby and forever release from any liability former employers and others who provide reference information and assessments of my work history. I further authorize educational institutions and schools to provide my education credentials if asked by Mineral Area College.

SIGNATURE _____ DATE _____

*Mineral Area College does not discriminate on the basis of race, color, gender, disability, age, religion, creed, or marital or parental status. For more information, call the Title VI, Title IX, Sec. 504 and ADA Coordinator at (573) 518-2152 or U. S. Department of Education, Office of Civil Rights. **Mineral Area College is an Affirmative Action/Equal Opportunity Employer.***