



College of
Southern
Idaho

APPLICATION FOR EMPLOYMENT

1. APPLICANT DATA

Please type or print plainly.

Name:			
Mailing Address:		(City)	(State) (Zip)
Home Telephone:	Message Telephone:	E-mail Address:	
SOURCE OF REFERRAL			
<input type="checkbox"/> CSI Website <input type="checkbox"/> Newspaper Ad <input type="checkbox"/> Commerce & Labor <input type="checkbox"/> Employee <input type="checkbox"/> Trade Journal <input type="checkbox"/> Other?			
POSITION DESIRED			
IF APPLYING FOR A HEAD START POSITION:			
Are you a current or former Head Start Parent? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when?			
ARE YOU A CURRENT OR PAST EMPLOYEE OF CSI? If yes, please list job title, department and supervisor.			
<i>(CSI personnel records may be accessed in the process of checking job references.)</i>			
HOURS AVAILABLE TO WORK			
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Days <input type="checkbox"/> Evenings <input type="checkbox"/> Summer only <input type="checkbox"/> Saturdays <input type="checkbox"/> Sundays			
CITIZENSHIP			
I certify that I am a permanent resident or a foreign national with authorization to work in the US. <input type="checkbox"/> Yes <input type="checkbox"/> No			
VETERAN STATUS			
Are you an Idaho resident who has served in the US armed forces during a recognized war or conflict, a disabled veteran or a qualifying widow, widower or spouse? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, see <u>CSI Veteran's Preference Form.</u>)			
POLICE RECORD:			
Have you ever been convicted of, or entered a plea of guilty or no contest, or had a withheld judgment to a felony ? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, give date, offense and outcome of each violation.)			
<i>(Answering "yes" will not necessarily disqualify you for employment. The nature and date of the offense, the surrounding circumstances and relevance of the offense to the position applied for maybe considered, however.)</i>			

2. EDUCATIONAL DATA

Name and location of school(s)	List diploma, degree or GED	Last year completed	Major or principal courses studied
High School or equivalency		1 2 3 4	
College		1 2 3 4	
Trade, business, military, other school or college		1 2 3 4	
Scholastic honors, extracurricular activities:			
Computer knowledge and skills and any other experiences or qualifications that apply to the job you are seeking.			

3. WORK HISTORY

Employment data must be fully documented. Statements indicating "See Resume" are not acceptable.

COMPANY NAME of most current employer			Telephone Number
ADDRESS	CITY	STATE	ZIP
IMMEDIATE SUPERVISOR	Date Hired	Date Left	
YOUR JOB TITLE & DUTIES			
REASON FOR LEAVING			May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
COMPANY NAME of previous employer			Telephone Number
ADDRESS	CITY	STATE	ZIP
IMMEDIATE SUPERVISOR	Date Hired	Date Left	
YOUR JOB TITLE & DUTIES			
REASON FOR LEAVING			May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
COMPANY NAME of previous employer			Telephone Number
ADDRESS	CITY	STATE	ZIP
IMMEDIATE SUPERVISOR	Date Hired	Date Left	
YOUR JOB TITLE & DUTIES			
REASON FOR LEAVING			May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

4. WORK-RELATED REFERENCES

These persons will be contacted in the event that past or current supervisors listed above are not available.

NAME	COMPANY	LOCATION	TELEPHONE

5. CREDENTIALS

<p>LICENSES AND CERTIFICATIONS List any credentials, the licensing agency and dates that may be pertinent to this position.</p>
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I certify the information supplied by me in this application is true and correct and I authorize investigation of all statements including former employers and references. I hereby release from all liability or responsibility all persons, companies or corporations furnishing such information. I understand that any misrepresentation or omission of facts by me in this application is cause for my discharge in the event I am hired.

SIGNATURE _____ DATE _____

*The College of Southern Idaho is an equal opportunity employer and a drug and alcohol free workplace.
Preference may be given to veterans residing in Idaho who qualify under state and federal laws and regulations.
Applicants must successfully pass a criminal background check prior to consideration for hire.*