



For office use only  
Position No. \_\_\_\_\_



## APPLICATION FOR EMPLOYMENT

*Arizona Western College is an equal opportunity employer and affords equal opportunity to all applicants for all positions.*

*Arizona Western College es un empleador con igualdad de oportunidades y extiende esta igualdad de oportunidades a todos los solicitantes para todas las vacantes.*

PLEASE ANSWER EACH QUESTION AS COMPLETELY AS POSSIBLE, EVEN IF YOU ATTACH A RESUME.

*A separate application is required for each position for which you apply.*

Conditions of employment are stated at the end of this form. Please read carefully before you sign this application.

Date: \_\_\_\_\_

Name (Please Print)			
(last)	(first)	(middle)	Home Telephone: _____
Mailing Address			Work Telephone: _____
City State Zip			Alternate Telephone: _____
			E-Mail: _____

**Position Applied for:**

Have you ever worked for AWC?  Yes  No

If so, please give dates, position and department:

EDUCATION					
Name & Location of last High School:	Check highest grade completed: <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> GED				
Name & Location (City & State) of school	No. of Credit Hours Completed	Graduated? Yes/No	Degree Earned/Pursued	Curriculum	
				Major	Minor
College or University					
College or University					
College or University					
Other Training/Education					

## EMPLOYMENT HISTORY

Fill in completely beginning with current or most recent employer and include at least the last 10 years. Also include any applicable military service or volunteer work. Attach another sheet if necessary.

### THIS SECTION MUST BE COMPLETED EVEN IF A RESUME IS ATTACHED

Name of Employer:		Address:	
Type of Business:		Department:	
Your Title:		Name/Title of Supervisor:	
Number Directly Supervised by You:		Equipment/Machinery Operated:	
Dates of Employment:	From:	To:	
Total Months Worked:		Hours per Week:	
Describe your Major Job Duties:			
Reason for Leaving:			

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Type of Business:		Department:	
Your Title:		Name/Title of Supervisor:	
Number Directly Supervised by You:		Equipment/Machinery Operated:	
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Number Directly Supervised by You:		Equipment/Machinery Operated:	
Dates of Employment:	From:	To:	
Total Months Worked:		Hours per Week:	
Describe your Major Job Duties:			
Reason for Leaving:			

## GENERAL INFORMATION

**How did you learn of this job opening?**

- Newspaper: \_\_\_\_\_
- Posting/Placement: \_\_\_\_\_
- Internet: \_\_\_\_\_
- Friend/Family: \_\_\_\_\_

- Walk-In: \_\_\_\_\_
- Magazine: \_\_\_\_\_
- AWC Career Development: \_\_\_\_\_
- Chronicle/Journal: \_\_\_\_\_
- Other: \_\_\_\_\_

Are you legally eligible for employment in the United States?     Yes     No

If you are not a citizen, please provide your VISA #: \_\_\_\_\_

*In compliance with the Legal Arizona Workers Act (HB 2779), Arizona Western College participates in **E-Verify**. AWC will provide the Social Security Administration (SSA), and the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.*

Can you perform **the essential functions** of the position for which you are applying, with or without reasonable accommodation?     Yes     No    *(If you have any question as to what functions are applicable to the position for which you are applying, please ask Human Resources before you answer this question.)*

Have you ever been discharged or requested or forced to resign from any position?     Yes     No  
If so, please explain:

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

*(A conviction will not necessarily disqualify you from employment. Rather, such factors as date of conviction, seriousness and nature of the crime, and rehabilitation will be considered).*

Do you have any relatives working for AWC?     Yes     No

If yes, please provide name and department:

## ADDITIONAL SKILLS OR QUALIFICATIONS

Word processing, computer equipment, computer software you can use and years of experience:

Typing \_\_\_\_\_ WPM

List any hand or power tools and/or other equipment you can operate and years of experience *(if applicable)*:

Foreign Languages:

Degree of Fluency:

- Speak     Read     Write

Licenses, trade registrations, awards or certificates held:

Please give any information which may more fully describe your qualifications, skills, experience, education, background and interests:

Are you applying for a job that requires a valid Driver's License?     Yes     No

If yes, do you currently possess a valid Drivers' license?     Yes     No    If yes, complete the following:

Have you been convicted of any moving violations in the past 5 years?     Yes     No    If yes, please explain:

## JOB REFERENCES

*Please list those persons who you have had a professional/working relationship with in your last five positions*

1.	Name	Title	Organization	Work Phone
	Address	City	State    Zip	E-Mail
2.	Name	Title	Organization	Work Phone
	Address	City	State    Zip	E-Mail
3.	Name	Title	Organization	Work Phone
	Address	City	State    Zip	E-Mail
4.	Name	Title	Organization	Work Phone
	Address	City	State    Zip	E-Mail
5.	Name	Title	Organization	Work Phone
	Address	City	State    Zip	E-Mail

If you do not wish any of the above individuals contacted, please specify here and indicate the reason:

**NOTE:** *As a Public Sector Employer, AWC cannot guarantee that your application for employment will remain confidential.*

## APPLICANT NOTIFICATION AND AGREEMENT

### PLEASE READ CAREFULLY BEFORE SIGNING

In submitting this application, I understand that false or misleading statements or deliberate omission of facts will disqualify me for employment or cause my subsequent dismissal. I authorize investigation of all statements contained in this application for employment as necessary in arriving at an employment decision and release from liability any person giving or receiving any such information. I understand that this application is not intended to be a contract of employment. I understand that I will be required to provide proof of identity and eligibility to work in the United States, sign a loyalty oath and abide by all rules and regulations of the College. Employment offers are contingent on successful completion of a criminal background check. If I am submitting this application electronically, I understand that my signature will be required on this application prior to receiving any employment offer.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



**ARIZONA WESTERN COLLEGE**

*P.O. Box 929, Yuma, AZ 85366-0929*

**EEO DATA COLLECTION SHEET**

Arizona Western College, and other colleges and universities are asked by many entities, such as the federal government, accrediting associations, college guides, and newspapers, to describe the racial/ethnic backgrounds of our students and employees. In order to respond to these requests, we ask you to answer the following questions:

<b>NAME OF APPLICANT:</b>	<b>DATE:</b>
<b>POSITION APPLIED FOR:</b>	
<b>PLEASE ANSWER THE QUESTIONS BELOW:</b>	
<b>1. DO YOU CONSIDER YOURSELF TO BE HISPANIC/LATINO?</b>	
<input type="checkbox"/> <b>YES</b> ( <i>A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race</i> )	
<input type="checkbox"/> <b>No</b> ( <i>Not Hispanic or Latino</i> )	
<b>2. SELECT ONE OR MORE OF THE FOLLOWING RACIAL CATEGORIES TO DESCRIBE YOURSELF:</b>	
<input type="checkbox"/> <b>WHITE</b> ( <i>Not Hispanic or Latino</i> ) - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.	
<input type="checkbox"/> <b>BLACK OR AFRICAN AMERICAN</b> - A person having origins in any of the black racial groups of Africa.	
<input type="checkbox"/> <b>NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER</b> - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	
<input type="checkbox"/> <b>ASIAN</b> - 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.	
<input type="checkbox"/> <b>AMERICAN INDIAN OR ALASKA NATIVE</b> ( <i>Not Hispanic or Latino</i> ) - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.	

The information you provide will be treated in a confidential manner and will be retained only for statistical purposes.

ARIZONA WESTERN COLLEGE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER  
*Thank you for your cooperation and interest in Arizona Western College*

## IMPORTANT INFORMATION

### ARIZONA WESTERN COLLEGE EMPLOYMENT PROCESS

1. **ALL** required materials must be received in Human Resources by the closing date. *Incomplete, illegible, or late application materials will not be considered.* When completing the Application for Employment do not say “see resume.” All sections and questions must be completed.
2. Candidates wishing to apply for multiple positions must submit duplicate materials for each position. The College does not return application materials.
3. In compliance with Equal Employment Opportunity statutes, the Human Resources Department collects data for statistical purposes. A form is provided for this purpose. Completion of the form is encouraged but voluntary. If completed, the form will be removed from the application. The information will not be used as part of the screening process.
4. Application materials are reviewed by a Search Committee, a process that may take up to six weeks.
5. The Search Committee will conduct interviews once the application materials have been reviewed. Please note that meeting the minimum qualifications for a position does not guarantee that the applicant will be interviewed.
6. Initial interviews may be conducted by telephone. Finalists are required to interview in person.
7. When considering candidates for employment, consideration is given to various factors including, but not limited to, educational credentials, experience, interpersonal skills, teamwork/cooperation, work ethic, innovation, flexibility/adaptability to change, and alignment with College values.
8. AWC cannot guarantee the confidentiality of candidates.
9. The College reserves the right to contact current and/or past employers and to investigate past employment records. Once an offer is extended, employment is contingent upon the successful completion of a criminal background check.
10. Please contact the Human Resources Department for assistance with the application process, including any special accommodation.
11. The College reserves the right to re-advertise a position or to delay selection indefinitely if it is deemed that (1) the number of applicants does not constitute an adequate recruitment pool; (2) candidates do not meet the desired qualifications; (3) the needs of the College have changed; or (4) the necessary funds are not available.



## ARIZONA WESTERN COLLEGE MISSION

Arizona Western College offers educational, career, and lifelong learning opportunities through innovative partnerships which enhance the lives of people in Yuma and La Paz counties.

### STATEMENT OF PURPOSES

#### **The College...**

- ◆ awards associate degrees and certificates to students who successfully complete programs of study and prepares students for work, for meeting personal goals or for transition into other studies;
- ◆ enhances the cultural climate through visual and performing arts and offers physical and recreational development to the community;
- ◆ assists students to achieve success by providing support services, including academic advising, career counseling, financial direction, learning support and activities for student enrichment;
- ◆ creates an environment for growth through impassioned teaching and learning that encourages higher orders of thinking and performance, advocates the free exchange of ideas and is responsive to changes in technology, delivery structures and markets;
- ◆ establishes opportunities for lifelong learning through partnerships with public/private schools and colleges, universities, governmental agencies, and economic development organizations; and
- ◆ provides access to learning for students, staff, and community through environmentally safe and sound facilities and equipment.

— Adopted by the AWC District Governing Board, June 10, 2008