

Application for Employment

It is a Normandale Community College's policy to insure that the selection process for this position is accessible to all candidates. Please contact the Human Resources Office at (952) 487-8269 or e-mail HR@normandale.edu, or through the Minnesota Relay Service at 1-800-627-3529 to obtain these materials in an alternative media and/or to request a reasonable accommodation during the selection process.

PLEASE READ THE ENTIRE APPLICATION BEFORE YOU BEGIN--TYPE OR PRINT CLEARLY. Attach resume, other materials as requested, and any necessary additional pages and return to the Human Resources office.

Personal Data		
Last Name	First Name	Middle Name/Initial
Street Address	City	State/Zip
		E-mail Address
Home Phone	Work Phone	Social Security # (optional)
Print the title and location of the job for which you are applying: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time _____		
Use exact title listed in vacancy announcement	Subject area (if faculty)	Location/Department
Are you presently employed by the MN State College & University system? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, where? _____ <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time		

Education (List all undergraduate and graduate work if applicable.)				
Name of Institution	Location	Degree	Major	Minor

(Please complete back side.)

Professional/Work Experience (List most recent experience first and include all relevant paid and un-paid experience.)

Name of Organization/ Location	Title	Dates/Length of Experience	Supervisor	Supervisor's Phone #

Professional References (Must include all information. If you need additional space, attach a separate sheet of paper.)

Last Name	First Name	Position	Work Address	Current Phone #

Do you have a felony or gross misdemeanor convictions for which a jail or prison sentence was or could have been imposed ___ Yes ___ No
Note: Conviction will not automatically prevent you from obtaining this position.

I hereby certify that the information provided on this application is true and complete and hereby acknowledge that I have read and understand the information below and give my consent for background verification as designated.

_____ Signature of Applicant	_____ Date
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The employer has the right to verify information provided on this application. False information may subject an applicant to the penalty provisions M.S.43A.39.

In connection with this application for employment, I authorize the State of Minnesota and any agent acting on its behalf to conduct an inquiry into any job-related information contained in this application, including, but not limited to, my records maintained by an educational institution relating to academic performance such as transcripts. Moreover, I hereby release the State of Minnesota and any agent acting on its behalf from any and all liability of whatsoever nature by reason of requesting such information from any person.

- Yes**
 Yes, but not present employer until job is offered
 No (We may not be able to consider you a finalist for the position if we are unable to check references)

Yes, but with these conditions:

Important Facts About Information on Your Application

This application is to assist in the process of considering you for possible employment in the position listed. Certain information requested on this application is private. That is, it may be released only to you or to campuses where you may be considered for employment (to comply with M.S. 13.04, Subd.2). If you are employed, the data will be available to the Dept. of Finance, the Dept. of Employee Relations, the Internal Revenue Service and the Social Security Administration for payroll and tax purposes. If you disagree with the data we maintain about you, notify the Normandale Community College Human Resources office in writing.

**THE FOLLOWING DATA IS PRIVATE DATA.
ALL OTHER INFORMATION ON THE APPLICATION IS PUBLIC
AND MAY BE GIVEN TO ANYONE FOR ANY PURPOSE.**

Private Data	Why we ask for it.	Do you have to provide it?	What if you don't provide this information?
Social Security Number	To distinguish you from other applicants.	No	We will assign you a number
Name/Address	To distinguish you, to contact you.	Yes	Rejection of application.
Home Phone Number	To contact you.	No	It may be difficult for us to contact you.