

# OFFICIAL APPLICATION FOR ADJUNCT FACULTY EMPLOYMENT

COMMUNITY COLLEGE OF  
DENVER



TITLE OF POSITION FOR WHICH YOU ARE APPLYING: \_\_\_\_\_

**RETURN TO**

Community College of Denver  
Office of Human Resources Services  
Campus Box 240 • P.O. Box 173363  
Denver, CO 80217-3363  
Phone: (303) 352-3000 • FAX (303) 352-3029

**NOTICE**

All areas of the application must be completed in full for consideration. A resume WILL NOT be accepted in place of completed application.

**TYPE OR PRINT IN BLACK INK ONLY**

**PERSONAL INFORMATION**

<b>Last Name</b>	<b>First Name</b>	<b>MI</b>	<b>E-mail Address</b>	
<b>Number &amp; Street</b>		<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Home Phone</b>		<b>Business Phone</b>		

**EDUCATION**

List in chronological order all undergraduate schools, trade schools, and/or post-baccalaureate schools attended or being attended; indicate whether semester (S) or quarter (Q) hours.

School Name, City, State, Zip Code	Dates of Attendance	Degree Conferred	Date Conferred	Graduate Hours Beyond B.A.+ M.A.+
NAME:				
LOCATION				
NAME:				
LOCATION				
NAME:				
LOCATION				
NAME:				
LOCATION				

Do you have current vocational credentials?  Yes  No

**CCD IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

# WORK HISTORY

During the last 10 years. (Begin with your current status and list previous employers. **A resume will not be accepted in lieu of the requested information.**)

Job: _____	Full-time <input type="checkbox"/> Part Time <input type="checkbox"/>
Title: _____	From (mo/yr) _____
Employer: _____	To (mo/yr) _____
Address: _____	Salary: _____
_____	
Immediate Supervisor: _____	Reason for leaving:
Phone: _____	
Email Address: _____	

Duties:

Job: _____	Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>
Title: _____	From (mo/yr) _____
Employer: _____	To (mo/yr) _____
Address: _____	Salary: _____
_____	
Immediate Supervisor: _____	Reason for leaving:
Phone: _____	
Email Address: _____	

Duties:



**\*\*\* All new employees are required to be on payroll direct deposit. \*\*\***

List education, technical and professional organizations in which you hold membership, license, and/or registration: (Do not include any that would reveal race, religion, physical handicap, marital status, or ancestry.)

### REFERENCES:

List the names of at least three references who know you and have direct knowledge of your work. Also, that you have given permission to CCD to contact.

NAME	OFFICIAL POSITION	BUSINESS TELEPHONE

May we have your permission to contact your present employer regarding your qualifications and job performance?

Yes       No      **If your answer is no, please explain:**

If not a U.S. citizen, please provide your VISA number      Have you ever been convicted of a felony?  
 Yes     No (If yes, attach sheet with an explanation.) Such an admission will not automatically ban you from employment.

Please list any relatives you have working at the college and their official position:

**I understand that any false information or omission of employment history relevant to the position that I am applying for will be sufficient for rejection of my application or termination of my employment. I herewith authorize and request each and every former employee, person, firm, corporation and educational institution to answer any and all questions that may be asked and herewith hold such persons harmless for giving all information within their knowledge or records. In addition, my signature on this application will serve as authorization to release any and all information recorded on or attached to this application to any state or federal investigating agency or for background check purposes. As a condition of employment I, within three days of employment, will provide CCD copies of official transcripts.**

Date      Applicant Signature

## NOTICE TO ALL APPLICANTS

In 1986, The United States Congress passed the Immigration Reform Control Act (IRCA). This law prohibits employers from hiring persons who are **not** legally authorized to be employed in the United States. The law also requires employers to examine documents which prove that persons hired after November 6, 1986, are legally authorized to be employed in the United States. The law also requires employers to examine documents which prove that persons hired after November 6, 1986, are legally authorized to work. Failure to provide the document(s) will result in termination of employment. This applies to all persons hired.

The **Immigration Reform and Control Act** requires that verification of employment eligibility be documented for all new employees by the end of the third day of work.

## ACCEPTABLE DOCUMENTS

**If hired, you will be required to submit documents such as:**

U.S. Passport  
Certificate of Naturalization  
Alien Registration Card with  
photo

**OR**

State Drivers License  
ID Card with photo  
U.S. Military Card  
School ID Card with photo

**AND**

Original Social Security Card  
Birth Certificate, with seal issued  
by state, county or municipality  
American Indian Tribal Documents

For a complete listing of acceptable documents, ask the Human Resources Office.

## The State Intends to Follow a Policy of Non-discrimination In Complying with the Requirements of IRCA.

### IF YOU HAVE QUESTIONS:

Each department of state government has designated a person to answer questions about the Immigration Reform and Control Act. If you are not sure whether you are authorized to work in the United States, ask the personnel office to refer you to the individual/agency who has been designated to answer questions.

### LEGALIZATION PROCESS:

Some persons may not be authorized to work in the United States at this time but might meet the requirements to become authorized. If you wish to learn about the process to become a legally authorized worker, contact any agency shown on the list entitled **LEGALIZATION PROCESS AGENCIES**.

## *Job-related Background Checks*

**Job-related background checks will be conducted and completed before appointment to a position. Your signature on the application is your consent and authorization for Community College of Denver or its authorized agent to conduct a background investigation prior to employment. Background checks through the College's background check agency (Colorado Bureau of Investigation) are mandated for all individuals. Background checks may include criminal history, identity check and/or fingerprinting.**