



Parkland College

2400 West Bradley Avenue
Champaign, Illinois 61821-1899

Return to:

Office of Human Resources
217/353-2643

(Applications/resumés are accepted
for officially posted positions only.)

EMPLOYMENT APPLICATION

Parkland College, in accordance with applicable laws, ensures equal employment opportunities regardless of race, color, gender, gender expression, national origin, religion, age, veteran/Vietnam era status, marital status, medical condition, ancestry, disability or sexual orientation. Questions in reference to employment opportunities may be directed to the Office of Human Resources at Parkland College.

ALL APPLICANTS MUST SUBMIT A COMPLETED APPLICATION.

A separate application must be completed for each position applied for.

Date	Position applied for (each position requires a separate application) <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Social Security Number
If part-time, indicate your available hours for work.	Have you ever been employed here before? If yes, give dates.	
Name (last)	(first) (middle) (maiden)	E-mail address
Present address (street/P.O. box/apt. #)		(city) (state) (zip code)
Daytime phone and available hours		Evening phone and available hours
May we contact you at your place of employment? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you authorized to be employed in the United States? (If employed, you must show documents that prove your identity and employment eligibility as required by the Department of Justice.) <input type="checkbox"/> Yes <input type="checkbox"/> No	

Professional References

List persons familiar with your work performance. Do not list friends, relatives, or other personal references.

NAME	ORGANIZATION	BUSINESS ADDRESS	BUSINESS TELEPHONE	RELATIONSHIP TO YOU
1.				
2.				
3.				

If the job posting requests it, please submit a cover letter, resumé/vitae, and a copy of official college transcripts.

Education and Training

Copies of official college transcripts may be required to complete the application process.

EDUCATIONAL INSTITUTIONS ATTENDED (Names and Locations)	DATES OF ATTENDANCE		TOTAL CREDITS	DEGREE EARNED	MAJOR SUBJECTS
	FROM	TO			

List any additional training that you believe may have a bearing on your qualifications for employment. Include professional certifications or licensures.

List skills, talents, or interests that you feel might be of value to the college (e.g., music, public speaking, language, art, sports).

List any professional organization to which you belong. (You may exclude those organizations that either by name or character indicate the race, creed, color, or national origin of its members.)

Related Professional Work Experience

List in chronological order, most recent first.

*example: half-time is 50%

EMPLOYER	CITY/STATE	POSITION TITLE	DATES INCLUSIVE	FULL-TIME OR PART-TIME %*	HIGHEST SALARY

Have you been convicted of a misdemeanor or felony other than a minor traffic violation?

(Any conviction record will not necessarily be a bar to employment, and factors such as age at the time of the offense, length of time since the offense, seriousness and nature of a violation, and rehabilitation will be taken into account.)

Note: Applicants are not required to disclose sealed or expunged records of conviction or arrest.

Yes If yes, please describe.

No

Please express why you are interested in working at Parkland College, why you believe you are qualified for the position, and how you think your services would benefit the college. (You may address these points in a cover letter or write/type a response below.)

Certification

I certify that the information on this application is true and complete. I am aware that any misrepresentations or omissions will be grounds for denying my application, withdrawing any offer of employment, or immediate discharge, regardless of when such misrepresentation or omission is discovered.

I voluntarily give Parkland College the right to make a thorough investigation of my past employment activities. I hereby authorize all individuals, schools, and organizations named to provide any information requested about me and hereby release them from all liability for damage in providing this information.

I understand that this application is not a contract of employment.

I understand that the federal government prohibits the employment of unauthorized aliens; all persons hired must provide satisfactory proof of employment authorization and identity. Failure to submit such proof will result in denial of employment.

I have read and understand the conditions of employment as stated above and validate this application with my signature below.

Signature of applicant _____ Date _____



Human Resources Office
 Parkland College
 2400 West Bradley Avenue
 Champaign, Illinois 61821-1899

217/353-2643 • FAX 217/353-2623

Equal Opportunity Information Request

Parkland College has a commitment to equal opportunity. In order to fulfill this commitment and comply with Department of Labor requirements, it is important to determine the composition of the applicant pool for each position.

This information is being collected separately and confidentially and is not part of the regular application form. It is requested solely for the purpose of determining compliance with federal and civil rights law. Your response will not affect consideration of your application nor any employment decision. By providing this information, you will assist us in assuring that this program is administered in a nondiscriminatory manner. THIS REQUEST FOR INFORMATION IS VOLUNTARY.

Name (please print) _____ Date _____

Position applied for _____

A. Sex: Male Female

C. Are you 40 years old or older? Yes No

B. Race/Ethnic identification (check one)

D. Are you handicapped? Yes No

1. WHITE — NON-HISPANIC
 A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

(Handicapped means any person who has a physical or mental impairment that substantially limits one or more life activity.)

2. BLACK — NON-HISPANIC
 A person having origins in any of the Black racial groups of Africa.

E. Are you a Vietnam-era veteran? Yes No

3. HISPANIC
 A person of Mexican, Puerto Rican, Cuban, Central American, South American, or other Spanish culture of origin, regardless of race.

F. How did you learn about this position? (check one)

4. ASIAN OR PACIFIC ISLANDER
 A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

Position announcements mailed to your campus

Personal contact

Notice in a professional journal

Name of journal _____

Newspaper announcement

Name of newspaper _____

Placement service

Name of service _____

5. AMERICAN INDIAN or ALASKAN NATIVE
 A person having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Other

6. NONRESIDENT ALIEN

Please return this form to the Parkland College Human Resources Office at the above address.