Application for Employment

St. Cloud Technical & Community College

An affirmative action and equal opportunity employer & educator

It is St. Cloud Technical & Community College policy to ensure that the selection process for this position is accessible to all candidates. Please contact the Human Resources Office at St. Cloud Technical & Community College (320) 308-5993 or TTY (320) 308-5988 to obtain these materials in an alternative media and/or to request a reasonable accommodation during the selection process. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, membership or activity in a local commission as defined by law.

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

Human Resources Office - St. Cloud Technical & Community College - 1540 Northway Drive - St. Cloud, MN 56303-1240 - Fax (320) 308-6004 / TTY (320) 308-5988.

Personal Data		
Last Name	First Name	M.I.
Street Address	City	State/Zip
Home Phone	Work Phone	

Print the title and location of the job for which you are applying: ☐ Full Time ☐ Part Time

(Use exact title listed in vacancy announcement) Subject area (if faculty) Location

Are you presently employed by the MN State College & University System? ☐ Yes ☐ No

If yes, where? ☐ Full Time ☐ Part Time

Education (List all undergraduate and graduate work)

Name of Institution	Location	Degree	Date of Degree	Major	Minor

(Please complete next page.)

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This document is available in alternative formats to individuals with disabilities by calling
320-308-3227 or 800-222-1009 or by calling the Minnesota Relay Service at 1-800-627-3529

Experience (List most recent experience first and include all relevant paid and unpaid experience.)				
Name of Organization/Location	Title	Dates/Length of Experience	Supervisor	Supervisor Phone#

I hereby certify that the information on this application is true and complete and hereby acknowledge that I have read and understand the information below:

Signature of Applicant Date

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**

Supplemental Protected Class Information

See *"important facts"* on next page for clarification.

If you prefer not to provide this information, simply remove this page from your application. You may mail this form separately to the Affirmative Action Officer, St. Cloud Technical & Community College, 1540 Northway Drive, St. Cloud, MN 56303.

This information will be kept separate from your file, and will not be provided to the screening committee.

Name: **Sex:** ☐ **Male** ☐ **Female**

Position applied for: ☐ **Full-Time** ☐ **Part-Time**

Are you a person with a disability*? ☐ **No** ☐ **Yes**

Racial/Ethnic Group:

☐ **American Indian**/Alaskan Native.** Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

☐ **White,** not of Hispanic origin**.** Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

☐ **Black,** not of Hispanic origin**.** Persons having origins in any of the original non-white peoples of Africa.

☐ **Asian/Pacific Islander.** Persons having origins in any of the original peoples of the Far East, Southeast Asia, Indian subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, India, the Philippine Islands, and Samoa.

☐ **Hispanic.** Persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin.

How did you learn about the job for which you applied? Please check all that apply.

☐ Referred by a Minnesota State College and University (MnSCU) employee

☐ Newspaper ad (name of paper)

☐ University or college placement bureau (name/location)

☐ Other (specify)

Reminder: Please contact the college Human Resources Office at 320-308-5993 to identify any special needs you may have during the selection process. We will provide necessary reasonable accommodations.

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 Minnesota State College & University System Human Resources Office in writing at 500 Wells Fargo Place, 30 East Seventh Street, St. Paul, MN 55101-4966

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.
Protected Group Status	To be able to make equal opportunity reports and to take affirmative action.	No	We will not be able to determine whether our selection processes result in unfair discrimination, or to take affirmative action in our hiring.
Reasonable Accommodations	To determine your special needs.	No	We will not be able to make timely accommodations to assist you in the selection process.

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