



Salina Area Technical College  
 2562 Centennial Rd.  
 Salina, KS 67401  
 785.309.3100  
 www.salinatech.edu

## Employment Application

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street Address Apartment/Unit #  
 \_\_\_\_\_  
City State ZIP Code

Phone: ( ) E-mail Address: \_\_\_\_\_  
 Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_  
 Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO   
 Have you ever worked for this company? YES  NO  If yes, when? \_\_\_\_\_  
 Have you ever been convicted of a felony? YES  NO

If yes, explain: \_\_\_\_\_

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_  
 From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_  
 College: \_\_\_\_\_ Address: \_\_\_\_\_  
 From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_  
 College: \_\_\_\_\_ Address: \_\_\_\_\_  
 From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_  
 College: \_\_\_\_\_ Address: \_\_\_\_\_  
 From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_  
 Other: \_\_\_\_\_ Address: \_\_\_\_\_  
 From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

### References

Please list three professional references.

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
 Address: \_\_\_\_\_

### Previous Employment

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
 Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_  
 Responsibilities: \_\_\_\_\_  
 From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
 May we contact your previous supervisor for a reference? YES  NO   
 \_\_\_\_\_  
 Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
 Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities:

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company:

Address:

Job Title:

Responsibilities:

From: \_\_\_\_\_

To: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Starting Salary: \$ \_\_\_\_\_

Phone: (    ) \_\_\_\_\_

Supervisor: \_\_\_\_\_

Ending Salary: \$ \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company:

Address:

Job Title:

Responsibilities:

From: \_\_\_\_\_

To: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Starting Salary: \$ \_\_\_\_\_

Phone: (    ) \_\_\_\_\_

Supervisor: \_\_\_\_\_

Ending Salary: \$ \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company:

Address:

Job Title:

Responsibilities:

From: \_\_\_\_\_

To: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Starting Salary: \$ \_\_\_\_\_

Phone: (    ) \_\_\_\_\_

Supervisor: \_\_\_\_\_

Ending Salary: \$ \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

**Skills and Qualifications (List those pertaining to position for which you are applying)**

Skills:

Computer Skills:

List any special accomplishments:

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

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

**NOTICE OF NON-DISCRIMINATION**

The Salina Area Technical College supports and complies with Title VI and Title VII of the Civil Rights Act of 1964 as amended, Section 504 of the Rehabilitation Act of 1973 and Amendments, The Americans with Disabilities Act, Title IX and all requirements imposed by or pursuant to the regulations of the Department of Health and Human Services and the Department of Education. It is the policy of the college that no person in the United States (on the grounds of race, color, religion, sex, national origin, ancestry or disability) shall be excluded from participation in, denied the benefit of or alleged discrimination under Title IX (sex) and Section 504/ADA (handicap, disability) should be referred to Title IX/Section 504/ADA Coordinator, Dean of Administrative Services, 2562 Centennial Road, Salina, KS 67401, 785-309-3108.

**For Office Use Only:**

Assignments \_\_\_\_\_

Effective Date \_\_\_\_\_

Days \_\_\_\_\_

Base Salary \_\_\_\_\_

Supplementary \_\_\_\_\_

Total Salary \_\_\_\_\_