



Northern Oklahoma College

Application for Employment

Return to: Human Resources Office

P.O. Box 310, Tonkawa, OK 74653

Please type or print in ink

| | |
|------------------------|---|
| Position applying for: | <input type="checkbox"/> Tonkawa <input type="checkbox"/> Enid <input type="checkbox"/> Stillwater <input type="checkbox"/> Other <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary |
|------------------------|---|

Personal Information

| | | |
|--|---------------|------------------|
| Last Name | First Name | Middle |
| Address | | City, State, Zip |
| Contact Phone | Email address | |
| Are you willing to take a drug test? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you legally authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Documentation of your identity and employment eligibility must be provided upon hire as required by the Immigration Reform and Control Act of 1986.</i> | | |
| Do you have any relatives employed at NOC? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If yes, please list below) (Name, Relationship, and Department)</i> | | |

Education

High School Diploma/G.E.D.: Yes No If no, indicate highest grade completed:

| Names of colleges or universities attended (list most recent education first) | Dates Attended | Major | Minor | Degree or Certificates earned |
|--|----------------|-------|-------|-------------------------------|
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Where did you hear of this opening? Newspaper Website Other: list _____

Skills and Certifications

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| List all valid professional licenses you hold; include the certification number and the date of expiration. |
| Indicate other employment skills, special training or related courses that you would like considered as part of your application. |
| Describe significant contributions and achievements, including publications or awards, in professional and/or civic activities that you would like considered as part of your application. |

Employment Experience

Please list all prior employment beginning with current or most recent employment first.

May we contact your present employer? Yes No Supervisor:

| | | |
|--------------------|----------------------|--------------------|
| Employer | Immediate Supervisor | Title |
| Employer's Address | City, State, Zip | Phone and/or email |
| Position Held | Date of Employment | Reason for Leaving |
| Employer | Immediate Supervisor | Title |
| Employer's Address | City, State, Zip | Phone and/or email |
| Position Held | Date of Employment | Reason for Leaving |
| Employer | Immediate Supervisor | Title |
| Employer's Address | City, State, Zip | Phone and/or email |
| Position Held | Date of Employment | Reason for Leaving |

Professional References

| | | |
|---------------------|------------------|--------------|
| First and Last Name | Email address | |
| Address | City, State, Zip | Phone number |
| First and Last Name | Email address | |
| Address | City, State, Zip | Phone number |
| First and Last Name | Email address | |
| Address | City, State, Zip | Phone number |

I hereby understand that all information provided on this application is true and accurate, and understand that a background search will be processed for every NOC employee prior to the finalization of their employment.

Signature of Applicant

Date

Notice of Nondiscrimination

Northern Oklahoma College does not discriminate on the basis of race, color, national origin, sex/gender, age or disability in admission to its programs, services or activities, in access to them, in treatment of individuals or in any aspect of their operations. Northern Oklahoma College also does not discriminate in its hiring or employment practices. This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 594 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975 and the Americans with Disabilities Act of 1990. Questions, complaints or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator, Jason Johnson, Vice President for Student Affairs, 1220 East Grand Avenue, PO Box 310, Tonkawa, OK 74653-0310; telephone 580-628-6240 8 a.m. to 5 p.m. Monday through Friday.