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:	☐ Tonkawa ☐ Enid ☐ Stillwater ☐ Other
	☐ Full-Time ☐ Part-Time ☐ Temporary

Personal Information

Last Name	First Name	Middle
Address	City, State, Zip	
Contact Phone	Email address	

Are you willing to take a drug test? ☐ Yes ☐ No

Are you legally authorized to work in the United States? ☐ Yes ☐ No

Documentation of your identity and employment eligibility must be provided upon hire as required by the Immigration Reform and Control Act of 1986.

Do you have any relatives employed at NOC? ☐ Yes ☐ No *(If yes, please list below) (Name, Relationship, and Department)*

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

Where did you hear of this opening? ☐ Newspaper ☐ Website ☐ Other: list_____

Skills and Certifications

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.