



Employment Application

Date Available to Start _____

Position Applied for: _____

Applicant Information

Full Name: _____ Date: _____
Last, First, Middle Initial Preferred First Name

Previous Names Used: _____

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

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 PCC before? YES NO If yes, when? _____

Education

Do you have a: High School Diploma ? GED? (Circle One)

College: _____ Address: _____

Number of years attended: _____ Did you graduate? YES NO Degree/Major: _____

College: _____ Address: _____

Number of years attended: _____ Did you graduate? YES NO Degree/Major: _____

References (Other than supervisors named in previous employment)

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address/Email: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address/Email: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address/Email: _____

Previous Employment (Beginning with present or most recent position)

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____ Hours per week: _____ Full-time Part-time (Circle One)

Responsibilities: _____

From (mm/yyyy): _____ To: _____ Reason for Leaving: _____

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

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Hours per week: _____ Full-time Part-time (Circle One)

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

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

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Hours per week: _____ Full-time Part-time (Circle One)

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

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

SPECIAL TRAINING/SKILLS (*Licenses, certificates, machine skills, office equipment, or other skills you may have that are pertinent to the position to which you are applying*):

Disclaimer and Signature

I hereby certify that this application and resume, if required, contain no misrepresentations or falsifications and are complete to the best of my knowledge and belief. I understand that misrepresentation or omission of facts called for in this application is cause for cancellation of the application and/or dismissal from employment. I authorize Portland Community College to make any necessary and appropriate investigations to verify the information contained herein.

Applicant Signature: _____ Date: _____

PLEASE REMEMBER TO SIGN AND DATE THIS APPLICATION.
Keep a copy of your application for interviews. Copies will not be provided.