



Rocky Mountain College of Art + Design

1600 Pierce Street | Lakewood, CO 80214

T (303) 753-6046

APPLICATION FOR EMPLOYMENT

ROCKY MOUNTAIN COLLEGE OF ART & DESIGN DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, VETERAN STATUS, DISABILITY OR ANY OTHER STATUS PROTECTED BY LAW OR REGULATION. RMCAD IS AN EQUAL OPORTUNITY EMPLOYER. IT IS OUR INTENTION THAT ALL QUALIFIED APPLICANTS BE GIVEN EQUAL OPPORTUNITY AND THAT SELECTION DECISIONS ARE BASED ON JOB RELATED FACTORS. TITLE IX COMPLAINCE OFFICER: DIRECTOR OF HUMAN RESOURCES, 1600 PIERCE STREET, LAKEWOOD, CO 80214, 303-753-6046.

Answer each question fully and accurately. No action can be taken on this application until you have answered all questions. Use blank paper if you do not have enough room on this application. **PLEASE PRINT**, except for signature on back of application. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job-related information. **COMPLETE BOTH SIDES OF THE APPLICATION IN INK.**

POSITION APPLING FOR: _____ DATE: _____

ARE YOU SEEKING: FULL-TIME () PART-TIME () TEMPORARY () EMPLOYMENT? WHEN COULD YOU START WORK? _____

Last Name	First Name	Middle Name	Telephone Number
Present Street Address		City	State Zip Code

EMPLOYMENT HISTORY:

LIST BOTH ACADEMIC AND NON-ACADEMIC EMPLOYMENT
LIST YOUR LAST FOUR EMPLOYERS, STARTING WITH THE PRESENT OR MOST RECENT

Employer's Name & Address: _____ Telephone Number: _____ Starting Base Salary: _____ Ending Base Salary: _____ Other Compensation _____ \$ _____ per _____ \$ _____ per _____ \$ _____ Title & Nature of Duties (Briefly): _____ Reason for Leaving: _____	Dates Employed Mo./Yr. Mo./Yr. _____ to _____ Hours Worked: _____ per week Name of Last Supervisor: _____
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EDUCATION:

	Dates Attended	Diploma/ Degree/ Certificate *	Major	* If offered employment an official copy of your transcript is required.
High School: _____	_____	_____	N/A	
College(s): _____	_____	_____	_____	
Other: _____	_____	_____	_____	

GENERAL INFORMATION:

Are you presently employed? Yes () No ()

If yes, may we contact your present employer? Yes () No ()

Are any of your relatives employed by RMCAD? Yes () No ()

If yes, give name(s) and relationship(s): _____

Have you previously applied for employment at RMCAD? Yes () No ()

If yes, when? _____

Were you ever employed here? Yes () No ()

If yes, when? _____

Are you 18 years of age or older? (If you are hired, you may be required to submit proof of age.) Yes () No ()

If hired, can you furnish proof you are eligible to work in the U.S.? Yes () No ()

Can you perform the essential functions of the job for which you are applying? Yes () No ()

Have you ever been fired from a job or asked to resign? Yes () No ()

If yes, please explain: _____

Have you been convicted of any law violation? Include any plea of "guilty" or "no contest." (Exclude minor traffic violations.) Yes () No ()

If yes, give details: _____
(A conviction will not necessarily disqualify an applicant for employment.)

For Driving Jobs Only: Do you have a valid driver's license? Yes () No ()

Driver's License Number: _____ Class of License _____ State Licensed In: _____

Have you had your driver's license suspended or revoked in the last 3 years? Yes () No ()

If yes, give details _____

Have you worked or attended school under any other names? Yes () No ()

If yes, give names: _____

REFERENCES:

List three (3) references (excluding relatives) who have knowledge of your work experience:

NAME	TELEPHONE NUMBER:	RELATIONSHIP TO APPLICANT:
_____	(<input type="checkbox"/>) _____	_____
_____	(<input type="checkbox"/>) _____	_____
_____	(<input type="checkbox"/>) _____	_____

PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I UNDERSTAND THAT THIS APPLICATION, VERBAL STATEMENTS BY MANAGEMENT, OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. ONLY THE PRESIDENT OF THE ORGANIZATION HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE PRESIDENT AND THE EMPLOYEE. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT REASON AND WITH OR WITHOUT NOTICE.

I have read, understand, and by my signature consent to these statements.

Signature: _____

Date: _____