



Application for Employment

Staff Personnel

Thank you for your interest in applying for employment with the Tohono O'odham Community College. The following is important information for applicants concerning the employment process.

Application

Applications are accepted for positions currently open for recruitment. Before you apply, please review the qualifications of the position as listed in the job announcement. A separate application is required for each position for which you want to be considered. Legible photocopies of the original application form will be accepted, but require an original signature and date. Completed applications must be received in the Human Resources Office by the close of business on the closing date of the job announcement.

A complete application packet includes: an accurate and complete application form; resume, unofficial transcripts if required; an original signature with date, three (3) current letters of recommendation, and any other supplemental information required. An incomplete packet may delay or prevent your employment opportunities with the Tohono O'odham Community College. For key positions, five (5) letters of recommendation and a letter of interest must be included in the packet. All applications must be complete without referencing other materials or sources. If more space is needed to give full answers or to list additional jobs attach continuation sheets in the same format.

Process

First, the application and supporting materials are reviewed for completeness and timeliness, then qualifications are appraised, supplemental application materials are screened, telephone and/or personal interviews may follow, or other methods may be used. Reference and employment checks are also made. The length of time to complete the selection process varies for each position.

Applicants are notified of their status at various points during the process.

Disclosure

The application form and all attached documents become official records of the Tohono O'odham Community College and cannot be returned. Please make a copy for your files before submission. Applications for employment with the Tohono O'odham Community College are subject to public disclosure laws and confidentiality of information contained therein cannot be assured.

You are not required to disclose information about physical or mental limitations you believe will not interfere with your capability to do the job. However, if you would like to request a reasonable accommodation to complete this application form or to participate in any phase of the selection process, please make your request to the Human Resources Office at the above address and/or telephone number within five (5) workdays prior to the closing date of the job announcement.

General

Persons selected for appointment must comply with all laws pertaining to employment. The Immigration Reform and Control Act of 1986 requires that new employees provide documentation verifying that they are either U.S. Citizens or are authorized to work in the United States. Tohono O'odham Community College policy prohibits employment of relatives where one is in the supervisory chain of the other.

Indian Preference

Proper regard will be given for an applicant's privacy and constitutional right as a citizen, except that Indian preference in hiring shall be exercised in accordance with the Tohono O'odham Ordinance 01-85 and section 7.10 of the College Charter.

Last Name:

First Name:

M.I.

Specific Position applied for:

Personal Information

Last Name: _____ First Name: _____ MI: _____

Other Names Used: _____ Social Security Number: _____

Mailing Address: _____ City: _____ St: _____ ZIP: _____

Telephone Number (day): _____ (evening): _____ e-mail address: _____

Other Contact Information (message number(s); cell phone): _____

Name of High School/GED: _____ Did you Graduate? Yes No

Post-secondary Education (Official transcripts may be required for persons *selected* for employment)

Institution: _____
Name Address City State ZIP

Degree or number of hours (if earned): _____ Mo. and Yr.: _____

Major Field of Study: _____

Other relevant subject studied: _____

Institution: _____
Name Address City State ZIP

Degree or number of hours (if earned): _____ Mo. and Yr.: _____

Major Field of Study: _____

Other relevant subject studied: _____

Institution: _____
Name Address City State ZIP

Degree or number of hours (if earned): _____ Mo. and Yr.: _____

Major Field of Study: _____

Other relevant subject studied: _____

Institution: _____
Name Address City State ZIP

Degree or number of hours (if earned): _____ Mo. and Yr.: _____

Major Field of Study: _____

Other relevant subject studied: _____

Licenses and Certifications

Please list any job-related certificates or licenses. List name, type, number and state where license or certificate was issued.

Employment History

Include all of your employment experience, listing the most recent position first. Provide your complete employment history even if you attach a resume. If you had more than one position with the same employer, list each position separately. If more space is needed, use the same format on another piece of paper, or a continuation sheet in the same format. Please explain gaps in employment.

Position:	Employer:	
Supervisor:	Title:	
Address:	City:	St: ZIP:
Telephone No.: ()	<u>Dates</u> From:	To: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
Responsibilities:		

Reason for leaving:

Position:	Employer:	
Supervisor:	Title:	
Address:	City:	St: ZIP:
Telephone No.: ()	<u>Dates</u> From:	To: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
Responsibilities:		

Reason for leaving:

Position:	Employer:	
Supervisor:	Title:	
Address:	City:	St: ZIP:
Telephone No.: ()	<u>Dates</u> From:	To: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
Responsibilities:		

Reason for leaving:

During the course of the selection process, we may conduct employment and reference checks with the employers and supervisors listed above, as well as others. If you do not want a certain employer or supervisor contacted initially, please indicate who and why:

Note: Final selection consideration will be contingent upon comprehensive employment and reference checks, including any exclusion above.

References

Please list current references who are familiar with your work-related ability and background. Do not use relatives.

Name:

Position:

Address:

Telephone Number:

Name:

Position:

Address:

Telephone Number:

Name:

Position:

Address:

Telephone Number:

General Information

Have you ever been or are you currently employed by Tohono O'odham Community College? Yes No

Are you a U.S. citizen or a non-citizen authorized to work in the United States? Yes No

Are you over the age of 18? Yes No

Have you been found guilty of, or entered a plea of guilty, nolo contendere, or pled no contest, to a DUI or a criminal traffic offense within the past three (3) years? Yes No

Have you been found guilty of, or entered a plea of guilty, nolo contendere, or pled no contest to a felony in the past ten (10) years which has not been annulled, expunged or sealed by a Federal, State or Tribal court? Explain "yes" answer below.* Yes No

Have you ever been found guilty of, or entered a plea of guilty or nolo contendere or no contest to any offense under Federal, State or Tribal law involving crimes of violence, sexual assault, sexual molestation, sexual exploitation, sexual contact or prostitution, or crimes against persons or offenses committed against children? Explain "yes" answer below.* Yes No

Have you ever been dismissed from employment or resigned in lieu of being dismissed for inefficiency, delinquency or misconduct? Explain "yes" answer below.* Yes No

Does the Tohono O'odham Community College employ a relative of yours? If "yes" give name and relationship below.* Yes No

Are you enrolled with the Tohono O'odham Nation or other Federally recognized Tribe or Nation? If "yes", you will be asked to submit a, "Certification of Indian Blood". Yes No

Military Experience: Branch

Date Entered

Date Discharged

* Remarks/ Explanation:

Signature

I certify that the information I have provided in applying for this job is true and complete to the best of my knowledge and belief. I give the Tohono O'odham Community College and its authorized agents permission to verify and/or disclose any information given in connection with this application for personnel/employment purposes. I acknowledge that any misstatements or omissions in these application materials may be cause for elimination from further reconsideration or dismissal if hired. I hereby authorize any and all persons and agencies to furnish to the Tohono O'odham Community College any information, including documents in my personnel file, which may be necessary to verify this application and any other materials submitted, and hereby waive any rights of privacy to the information or documents which I may have under any federal, state, or local law, ordinance or rule. I also understand that an incomplete application packet may delay or prevent employment opportunities with the Tohono O'odham Community College.

Applicant's Signature:

Date:

EXPLANATION/DEFINITIONS

1. Please indicate the title of the job for which you are applying – use the completed title indicated on the job announcement.
2. Indicate the location of the position as identified on the job announcement; if there is more than one location indicated on the job announcement; indicate which locations (s) you wish to be considered for. If there is no location indicated, indicate N/A.
3. Print your complete name as you wish to be identified.
4. Indicate appropriate identification by checking male or female.

Ethnic Category

5. Hispanic – A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish cultures of origin, regardless of race.
6. American Indian or Alaskan Native – A person having origins in any of the original people of North America or who maintains cultural identification through tribal affiliation or community recognition.
7. Asian – A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent. This includes people from China, Japan, Korea, India and Vietnam.
8. Black or African American (non-Hispanic) – A person having origins in any of the black racial groups of Africa (except those of Hispanic origin).
9. Native Hawaiian/ Other Pacific Islander – A person having origins in any of the original peoples of the Pacific Islands. This includes people from Hawaii, Guam, Samoa, Tonga, Tahiti, and Mariana Island.
10. White (non-Hispanic) – A person having origins in any of the original peoples of Europe, North Africa or the Middle East (except those of Hispanic origin).
11. Where did you see our announcement? (a) Indicate the name of the campus or department. (b) Any outside source that may have posted our job announcement, such as, newspaper ads and internet. (c) Other.
12. Check if you are 40 years of age or older.

Tohono O'odham Community College

PLEASE FILL OUT THIS FORM

INVITATION TO SELF IDENTIFY

Information for Statistical Use Only

Tohono O'odham Community College is an Equal Opportunity/Affirmative Action employer and educational institution. The information requested on this form is needed to measure the effectiveness of our recruitment efforts and is in compliance with federal government regulations, which require all federal contractors to compile statistical information about applicants for employment. You are not required to furnish this information, but are encouraged to do so. This information will remain confidential and separate from your application. You will receive the same consideration for employment whether or not you complete this form.

1. Position for which you are applying: _____

2. Location of position: _____

3. Name

Last

First

Initial

4. Sex: Male Female

ETHNIC CATEGORY:

AGE: (Check if applicable)

5. ARE YOU HISPANIC OR LATINO? _____

YES/ NO

12. 40 and over _____

SELECT ONE OR MORE OF THE FOLLOWING RACES:

6. AMERICAN INDIAN/ ALASKAN NATIVE _____

Tribal Affiliation _____

7. ASIAN _____

8. BLACK/ AFRICAN AMERICAN _____

9. NATIVE HAWAIIAN/ OTHER PACIFIC ISLANDER _____

10. WHITE _____

HOW DID YOU FIRST LEARN ABOUT THIS VACANCY? (Check One):

11. TOCC Job Announcement _____

a) College Posting _____

b) Agency/Organization _____

c) Newsletter _____

d) Internet/Electronic Job Posting _____

Name of internet site (i.e. jobing.com): _____

e) Newspaper _____

f) Job Fair _____

g) Other _____

SIGNATURE (Optional) _____

Date: _____