



McHenry County College

Human Resources

8900 U.S. Hwy. 14

Crystal Lake, IL 60012-2761

Phone: 815-455-8901

[www.mchenry.edu](http://www.mchenry.edu)

LAST NAME: \_\_\_\_\_  
(Please print)

## APPLICATION FOR EMPLOYMENT

(Please Print)

McHenry County College does not discriminate on the basis of race, color, religion, national origin, age, sex, marital status, disability, sexual orientation, gender-related identity, veteran status, or any other unlawful basis in the recruitment, selection or employment of its employees or with regard to its student admission, educational programs, or activities. MCC is an equal opportunity employer and seeks to promote and apply a policy of non-discrimination and equal opportunity for employment applicants, employees, and students. Applicants requiring special accommodations or assistance in completing this application form or participating in an interview should contact the College's Director of Employment Services.

Date: \_\_\_\_\_

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Last First M.I.

Present Address: \_\_\_\_\_  
Street City State Zip

How many years have you lived at this address?: \_\_\_\_\_ Telephone #: (\_\_\_\_\_) \_\_\_\_\_ Cell #: (\_\_\_\_\_) \_\_\_\_\_  
Area Code Area Code

Previous Address: \_\_\_\_\_ # of years: \_\_\_\_\_  
Street City State Zip

Are you 18 years of age or older?  Yes  No Are you legally authorized to work in the U.S.?  Yes  No

\*Have you ever been convicted of a felony?  Yes  No

**\*You are not required to disclose information relating to either sealed or expunged records of conviction or arrest.**

If Yes, please explain: \_\_\_\_\_

Position(s) applied for:

1. \_\_\_\_\_ Expected rate of pay \$ \_\_\_\_\_

\*\*Do you meet the minimum requirements for this position as specified in the job description?  Yes  No

2. \_\_\_\_\_ Expected rate of pay \$ \_\_\_\_\_

\*\*Do you meet the minimum requirements for this position as specified in the job description?  Yes  No

3. \_\_\_\_\_ Expected rate of pay \$ \_\_\_\_\_

\*\*Do you meet the minimum requirements for this position as specified in the job description?  Yes  No

**\*\*Please visit: [www.mchenry.edu](http://www.mchenry.edu), select "Employment", to review the Job Description and Minimum Requirements for each position.**

**Only applicants meeting the minimum requirements will receive consideration for an interview opportunity.**

How did you learn about this opening?  MCC Website  Other Website \_\_\_\_\_  MCC Vacancy Notice

MCC Employee \_\_\_\_\_  Newspaper \_\_\_\_\_  
name

Other \_\_\_\_\_

Do you wish to work  Full-time or  Part-time? Specify days and hours if part-time. \_\_\_\_\_

Have you worked for us before?  No  Yes If yes, when? \_\_\_\_\_

If hired, on what date would you be available to start work? \_\_\_\_\_

## EDUCATION

Type of School	Name and Address	Years Completed	Course/Major	Degree Completed/Received
High School				
College				
Post Graduate				
Other				
Business/Trade				

Please identify any specific work experience, skills, or training that qualify you for the position(s) for which you have applied.

Position 1:

Position 2:

Position 3:

### ADDITIONAL QUALIFICATIONS:

Please identify any specific certification or licenses, and/or academic degrees required for each position. For Faculty positions only, please include any additional information that you believe is pertinent to this application such as publications and other items not specifically requested above or covered in your resume.

Position 1:

Position 2:

Position 3:

Note: Please include copies of required degree transcripts with all Faculty applications.

LAST NAME: \_\_\_\_\_

**EMPLOYMENT HISTORY - Complete even if you are submitting a resume.**

Start with current or most recent employer.

Employer:	Supervisor Name:	Telephone Number: (    )
Address:		Dates Employed: From:                      To:
Job Title:	Reason for Leaving:	Hourly Rate/Salary: Start:                      Final:
Describe Job Duties and Responsibilities: <input type="checkbox"/> FT <input type="checkbox"/> PT		

Employer:	Supervisor Name:	Telephone Number: (    )
Address:		Dates Employed: From:                      To:
Job Title:	Reason for Leaving:	Hourly Rate/Salary: Start:                      Final:
Describe Job Duties and Responsibilities: <input type="checkbox"/> FT <input type="checkbox"/> PT		

Employer:	Supervisor Name:	Telephone Number: (    )
Address:		Dates Employed: From:                      To:
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Address:		Dates Employed: From:                      To:
Job Title:	Reason for Leaving:	Hourly Rate/Salary: Start:                      Final:
Describe Job Duties and Responsibilities: <input type="checkbox"/> FT <input type="checkbox"/> PT		

<p><b>We may contact the employers listed above. If you do NOT want us to contact a specific employer, please indicate the name and reason:</b></p> <p>Do not contact: _____ Reason: _____</p> <p style="text-align: center;">Employer Name</p>
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