



Red Rocks Community College

Student Employment Application

Please type or print in blue or black ink only

Personal Information:

Name: _____ S#: _____
Last First Middle Initial

Address: _____ Home Phone: _____ - _____ - _____
Street Apt/Box #

_____ City _____ State _____ Zip Code _____ Cell Phone: _____ - _____ - _____

Email: _____ Work Study Award: Yes / NO

Are you legally eligible for employment in the United States at the time of application?
 Yes No *Proof of citizenship or immigration status will be required within three days of employment.*

What skills or additional training do you have related to the job for which you are applying?

Microsoft Office experience (Word, PowerPoint, Excel, Access)

Office equipment experience (Fax, Copier, Computer, Phone)

Availability:

Please indicate class dates and hours along with work availability.

Days	8-9am	9-10am	10-11am	11-12pm	12-1pm	1-2pm	2-3pm	3-4pm	4-5pm
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									

How many hours would you like to work per week? _____ (Not to exceed 20 while class is in session).

Previous Experience:

Please attach a separate sheet of paper with any additional information

Employer:		Phone
Address:		Supervisor
City, State, Zip Code:	Starting Salary	\$
	Ending Salary	\$
Job Title and Duties:		
Reason for Leaving		

Red Rocks Community College is committed to diversity in its people and programs. The College is an equal opportunity educational institution and does not discriminate on the basis of disability, race, creed, color, gender, sexual orientation, gender expression, religion, age, national origin, or ancestry, or any other category protected by applicable law.

The College has designated the Human Resources Director as its Equal Opportunity Employment Officer and Title IX Administrator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. Report all concerns or complaints relating to discrimination or harassment to the Title IX/EO Coordinator(s): Bill Dial, Director of Human Resources/Title IX Administrator, 13300 West Sixth Avenue, Lakewood, CO 80228. 303.914.6298. bill.dial@rrcc.edu.

Before an applicant can be hired, Red Rocks Community College requires disclosure of all criminal convictions of misdemeanors or felony offenses or deferred adjudications since age 17 and conducts conviction verifications. A criminal conviction DOES NOT necessarily disqualify an individual from employment. Recency, severity and direct job relatedness of convictions will be compared to the functions of the position for which applicant is being considered.

Disclaimer: *I am aware that this application is considered open record per Colorado law. I understand that any false information or omission of information given during the application process will be sufficient reason for rejection of my application or termination of my employment. I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules, regulations of the Employer. However, I further understand that neither policies, rules, regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I herewith authorize and request each and every former employer, person, firm, corporation and educational institution to answer any and all questions that may be asked and herewith hold such persons harmless for giving all information within their knowledge or records. In addition, my signature on this application will serve as authorization to release any and all information recorded on or attached to this application to any state or federal investigating agency or for criminal background check purposes. Notice to individuals applying for employment with a child care provider or facility per Colorado Revised Statutes (C.R.S.) 26-6-105.5: "Any applicant who knowingly or willfully makes a false statement of any material or fact or thing in this application is guilty of perjury in the second degree as defined in section 18-8-503, Colorado Revised Statutes, and, upon conviction thereof, shall be punished accordingly."*

Signature: _____ **Date:** _____