



Main Campus: 1500 W. Raab Road
 Normal, IL 61761
 Telephone: (309) 268-8000
 TDD: (309) 268-8030
 Website: www.heartland.edu

Employment Application

Return Employment Application to:
 Human Resources Office
 CCB 2100
 Telephone: (309) 268-8130
 E-mail: humanresources@heartland.edu

Thank you for your interest in employment at Heartland Community College. The Employment Application is used to collect information in a standard format from all employment applicants. Employment applicants are also required to submit a letter of application and resume unless they are applying for Heartland student employment positions. Application materials become part of the personnel file of applicants who are employed by the College. Heartland Community College is an Equal Opportunity Employer.

Position Information			
Date		Type of Employment Sought (check all that apply): <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> HCC Student Employment (must be an enrolled HCC student) <input type="checkbox"/> Regular <input type="checkbox"/> Temporary	
Availability (check all that apply): <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening			
Specific Position(s) Applied For:			
How did you learn about this position? <input type="checkbox"/> Heartland Community College Website <input type="checkbox"/> Newspaper Advertisement (name newspaper): <input type="checkbox"/> Heartland Community College staff or student <input type="checkbox"/> Other:			
Legal Name (First M.I. Last)			
Preferred name if different from above			
Current Address		City	State Zip Code
Daytime Phone		Evening Phone	Email Address
May we contact you at your current place of employment?			
Have you ever been employed by Heartland Community College previously? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide job title, approximate dates, and name of supervisor.			
Education and Formal Training (Include High School last attended and any post-secondary educational institutions attended in order of attendance.)			
Name of School	City and State	Area of Study/Major	Type of Diploma/Degree
Current Licenses and Certifications			
Type			Expiration (if applicable)
Additional Training and Skills			
List additional training, skills, and/or knowledge you possess that you believe enhances your employment qualifications.			

Work Experience (Begin with most recent employment experience.)			
1. Employer Name		City	State
Position Title	Avg Hours/Week	From (Month/Year)	To (Month/Year)
Supervisor Name/Title		Telephone Number	May we contact this employer now? <input type="checkbox"/> Yes <input type="checkbox"/> No
Beginning Salary	Ending Salary	Reason for leaving	
2. Employer Name		City	State
Position Title	Avg Hours/Week	From (Month/Year)	To (Month/Year)
Supervisor Name/Title		Telephone Number	May we contact this employer now? <input type="checkbox"/> Yes <input type="checkbox"/> No
Beginning Salary	Ending Salary	Reason for leaving	
3. Employer Name		City	State
Position Title	Avg Hours/Week	From (Month/Year)	To (Month/Year)
Supervisor Name/Title		Telephone Number	May we contact this employer now? <input type="checkbox"/> Yes <input type="checkbox"/> No
Beginning Salary	Ending Salary	Reason for leaving	
4. Employer Name		City	State
Position Title	Avg Hours/Week	From (Month/Year)	To (Month/Year)
Supervisor Name/Title		Telephone Number	May we contact this employer now? <input type="checkbox"/> Yes <input type="checkbox"/> No
Beginning Salary	Ending Salary	Reason for leaving	
Other Information and Conditions			
1. Are you legally eligible for employment in the United States and can you provide proof upon hire? <input type="checkbox"/> Yes <input type="checkbox"/> No Employment is contingent upon a review and verification of documents establishing identity and work authorization.			
2. Have you ever been a member of the armed forces? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, did your military experience have any relationship to the position for which you are applying? <input type="checkbox"/> Yes <input type="checkbox"/> No			
3. Have you ever been dismissed or asked to resign from a position? If yes, please explain below or in an attachment. This is not intended to include layoffs that result from a reduction in force or company shut-down. <input type="checkbox"/> Yes <input type="checkbox"/> No			
4. Have you ever been convicted of a felony or a Class A misdemeanor under Illinois law or the equivalent of such offenses in any other state or country? If yes, please provide details below or in an attachment. For the purposes of this question, convictions also include guilty pleas (including No Contest pleas), suspended impositions of sentence, adjudications deferred or withheld and stays of imposition to vacate and dismiss (beyond the probationary period). However, any arrest or criminal history record information ordered expunged, sealed or impounded is excluded. A conviction record will not necessarily bar you from employment; the nature, recentness, and disposition of an offense will be considered as it relates to the job for which you are applying. It is the practice of the College to conduct criminal background checks for all positions. <input type="checkbox"/> Yes <input type="checkbox"/> No			
5. State of Illinois law (5 ILCS 385) requires that any College employee who is in default on the repayment of an educational loan for a period of 6 months or more in an amount of \$600 or more, shall, as a condition of employment, make a satisfactory loan repayment arrangement with the maker or guarantor of the loan. <input type="checkbox"/> I am not in default on the repayment of an educational loan. <input type="checkbox"/> I am in default on the repayment of an educational loan, and will initiate a satisfactory repayment plan within 6 months of employment.			
<p><i>I certify that the information provided on this application is true and complete. I further understand that any false statements made by me on this application or any supplement thereto will be sufficient grounds for immediate discharge.</i></p> <p><i>I authorize Heartland Community College to make a thorough investigation of my past employment activities, I agree to cooperate in such a review, and I release from all liability or responsibility all persons, companies or corporations supplying such information.</i></p> <p><i>I agree to wear or use protective clothing or devices as required by the College and I agree to comply with safety rules.</i></p> <p><i>I understand I may be requested to release a copy of my educational transcript or other records if necessary.</i></p>			
Signature:		Date:	