



Employment Application

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

Return Employment Application to:
 Human Resources Office
 CCB 1300
 Phone: 309-268-8130
 Email: humanresources@heartland.edu

Heartland Community College is an Equal Opportunity Institution. The College provides equal employment opportunities without regard to race, color, religion, sex, gender, sexual orientation, national origin, age, disability, marital status, status as a veteran, or any other protected status under federal, state, or local laws.

The Employment Application is used to collect information in a standard format from all employment applicants. Application materials become part of the personnel file of applicants who are employed by the College.

General 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	
Specific Position(s) Applied For			
How did you learn about this position?			
<input type="checkbox"/> Heartland Community College website <input type="checkbox"/> Other (specify): <input type="checkbox"/> Heartland Community College employee or student			
Name (First Middle Initial Last)			
Preferred name if different from above			
Address		City	State Zip Code
Primary Phone Number	Alternate Phone Number	Email Address	
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.			
Are you retired through the State Universities Retirement System (SURS)? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Education and Formal Training (include high school last attended and any post-secondary educational institutions attended in order of attendance)			
Name of School	City, 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 enhance your employment qualifications.			

Work Experience (begin with most recent employment)			
1. Employer Name		City	State
Position Title	Avg Hours/Week	From (Month/Year)	To (Month/Year)
Supervisor Name/Title		Phone Number	May we contact this employer now? <input type="checkbox"/>Yes <input type="checkbox"/>No
Reason for leaving			
2. Employer Name		City	State
Position Title	Avg Hours/Week	From (Month/Year)	To (Month/Year)
Supervisor Name/Title		Phone Number	May we contact this employer now? <input type="checkbox"/>Yes <input type="checkbox"/>No
Reason for leaving			
3. Employer Name		City	State
Position Title	Avg Hours/Week	From (Month/Year)	To (Month/Year)
Supervisor Name/Title		Phone Number	May we contact this employer now? <input type="checkbox"/>Yes <input type="checkbox"/>No
Reason for leaving			
4. Employer Name		City	State
Position Title	Avg Hours/Week	From (Month/Year)	To (Month/Year)
Supervisor Name/Title		Phone Number	May we contact this employer now? <input type="checkbox"/>Yes <input type="checkbox"/>No
Reason for leaving			
Other Information and Conditions			
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 in accordance with Form I-9.			
Have you ever been dismissed or asked to resign from a position? <input type="checkbox"/> Yes <input type="checkbox"/> No 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.			
<p><i>I certify that the information provided on this application is true and complete. I further understand that any false statements or misrepresentations 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 understand that it is the practice of Heartland Community College to conduct criminal background checks on all employees.</i></p> <p><i>I understand that it is the practice of Heartland Community College to verify post-secondary education and that I may be requested to release my educational transcript or other records if necessary.</i></p> <p><i>I agree to comply with safety rules and other rules and regulations of Heartland Community College, including the use of protective clothing and devices as required by the College.</i></p> <p><i>I understand that nothing on this application is intended to create or imply a contractual or employment relationship.</i></p>			
Signature:		Date:	