



# Red Rocks Community College

## Official Application for Employment

Please type or print in blue or black ink only

Position Applying For: \_\_\_\_\_ FT PT (Circle One)

Date Available: \_\_\_\_\_ Today's Date: \_\_\_\_\_

### Personal Information:

Name: \_\_\_\_\_  
Last First Middle Initial

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Street Apt/Box #

City State Zip Code Work Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Please tell us where you heard about this position: \_\_\_\_\_

- ❖ 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.*

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.

#### Please return completed application to:

Red Rocks Community College  
Office of Human Resources  
13300 West Sixth Avenue, Box 17  
Lakewood, CO 80228-1255

#### For more information:

Phone: 303-914-6570  
Fax: 303-914-6800  
Web: [www.rcc.edu/hr/jobs](http://www.rcc.edu/hr/jobs)

#### Notice:

*All areas of the application must be completed in full for consideration. A resume will not be accepted in place of a completed application. 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, 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 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: Bill Dial, Director of Human Resources/Title IX Administrator, 13300 West Sixth Avenue, Lakewood, Co 80228. 303-914-6298. [bill.dial@rcc.edu](mailto:bill.dial@rcc.edu)*

**Education:** *Copies of transcripts and vocational credentials acceptable at the time of the application. Originals required within 30 days commencement of employment, if required for the position.*

<b>Name and Address of Institution</b> (Trade School, Technical Institution, College or University)	<b>Degree or Certificate Conferred</b>	<b>Subject Major/Minor</b>
<b>Undergraduate</b>		
<b>Graduate</b>		
<b>Other Applicable Training</b>		

**Work History:** *This portion must be accurate and complete. List jobs and experience in reverse order, starting with your present or most recent job. Attach additional pages if necessary. Only information contained in this application will be used to determine if minimum qualifications for position are met. Do not substitute a resume/vita for this section.*

Position: _____ Employer: _____ Address: _____ _____ Immediate Supervisor: _____ Phone Number: _____ Dates Employed (mo/yr) From: _____ To: _____ Full Time      Part Time    (circle one) Annual Salary: _____ Reason for Leaving: _____ May We Contact Employer? _____	Briefly Describe Position Duties:
Position: _____ Employer: _____ Address: _____ _____ Immediate Supervisor: _____ Phone Number: _____ Dates Employed (mo/yr) From: _____ To: _____ Full Time      Part Time    (circle one) Annual Salary: _____ Reason for Leaving: _____ May We Contact Employer? _____	Briefly Describe Position Duties:
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**References:** List the names of three people under whose supervision you have worked or who have working knowledge of your competence related to the job for which you are applying. Your signature below indicates that you are giving Red Rocks Community College permission to contact these references if you become a finalist for the position for which you are applying.

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Last First  
Business Name: \_\_\_\_\_ Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Alternate  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Street  
City State Zip Code

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Last First  
Business Name: \_\_\_\_\_ Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Alternate  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Street  
City State Zip Code

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Last First  
Business Name: \_\_\_\_\_ Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Alternate  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Street  
City State Zip Code

**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** \_\_\_\_\_

# Red Rocks Community College

## Equal Employment and Affirmative Action Program

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**Demographic Information:** *Please complete the information below. The information is important for our diversity recruitment, but is voluntary and will be kept separate from your application materials.*

- ❖ What is your gender? Female  Male
  
- ❖ Ethnicity: African American  American Indian/Alaskan Native  Asian   
Caucasian  Hispanic/Latino  Native Hawaiian/Pacific Islander
  
- ❖ Are you a citizen of the United States Yes  No
  
- ❖ Status: Vietnam-Era Veteran  Disabled Veteran  Disabled
  
- ❖ Are you over the age of 40 years? Yes  No
  
- ❖ Please tell us where you heard about this position: \_\_\_\_\_
  
- ❖ Please attach this completed form in an email and send it to: [hrjobs@rrcc.edu](mailto:hrjobs@rrcc.edu)