



Welcome to Illinois Eastern Community Colleges' Application Process

NOTICE TO ALL APPLICANTS FOR ILLINOIS EASTERN COMMUNITY COLLEGES EMPLOYMENT:

College recruitment, screening, and appointment procedures involve careful consideration of the applicant's qualifications for the position being sought. We recommend that you complete the employment application with careful attention to detail and that the application form be typed if at all possible. It is also recommended that you attach to the application any other application materials which will assist us in assessing your application. These materials should include a current resume, letters of reference, transcripts and other documents which provide evidence of your knowledge, skills and abilities. Applicants are considered without regard to race, color, sex, sexual orientation, age, marital status, religious affiliation, veteran status, national origin, disability, or any other protected category. Furthermore, if you believe that you need a reasonable accommodation in order to apply for a job or complete an application, please notify the Director of Human Resources at 618-393-2982, ext. 5521 or buerstert@iecc.edu.

Please review and follow the directions as outlined below for applicants who wish to apply for a position with Illinois Eastern Community Colleges. This application cannot be submitted electronically. You must download the document to be able to type directly onto it, or print the document, then type or print clearly with a ballpoint pen when completing.

ALL applicants, full- or part-time, are required to submit an Illinois Eastern Community Colleges (IECC) application forms, resume, cover letter, and a photocopy or official of ALL academic transcripts when applying for a position. Full-time applicants are required to also submit 3 letters of recommendation. **NOTE: Official transcripts or certificates are required for all applicants who are eventually employed with IECC.**

Submission of Application Materials

Submit the following application materials for full-time employment:

- Completed IECC application forms
 - Application for Employment form;
 - Applicant Disclosure and Authorization Form;
 - Application Addendum;
 - Application Survey (Completing this form is voluntary and is not a requirement for Employment);
- Cover Letter
- Resume or Curricula Vitae
- 3 letters of recommendation
- Copies, or official, academic transcripts or certificates; and
- Copies of other credentials you would like considered.

Mail documents to:

Human Resources Department
Illinois Eastern Community Colleges
233 East Chestnut Street
Olney, IL 62450

Items may also be submitted via email to hartd@iecc.edu, or via fax to 618-395-1819

For further information contact Dana Hart, Coordinator of Employment and Benefits, at 618-393-2982, ext. 5522, or at hartd@iecc.edu.

Illinois Eastern Community Colleges publishes an Annual Security Report on its website for review by employees, students, and prospective students and employees in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*. This report is accessible at www.iecc.edu/annualecurityreport. A hard copy of this report can be requested by contacting the IECC Human Resources Office. This report contains various policy statements and related procedures regarding campus safety and security, crime statistic information, and relevant definitions.

**IECC's mission is to deliver exceptional education and services to improve the lives
of our students and to strengthen our communities.**



ILLINOIS EASTERN COMMUNITY COLLEGES

FRONTIER | LINCOLN TRAIL | OLNEY CENTRAL | WABASH VALLEY

Human Resources Department
233 E. Chestnut St. · Olney, IL 62450
Phone: 618.393.2982 Fax: 618.395.1819

Application for Employment

Personal Information

Applicant's Legal Name: _____
(Last) (First) (Middle)

Please provide any other name used for prior employment or school that differentiates from above. _____

Home address: _____
(Street) (City) (State) (Zip)

Business address: _____
(Street) (City) (State) (Zip)

Email address: _____ Phone: _____
(Home or Cell) (Business)

Professional website or E-portfolio address: _____

Position(s) desired: _____

Date of availability: _____ Type of position sought: ___ Full-time ___ Part-time

Indicate location preference by placing a 1, 2, 3, 4, or 5 in the space to the left of each college/office:

___ Lincoln Trail College, Robinson ___ Olney Central College, Olney ___ District Office, Olney
___ Frontier Community College, ___ Wabash Valley College, ___ No preference
Fairfield Mt. Carmel

Are you 18 years of age or older? ___ Yes ___ No If no, enter birth date: _____

Are you an annuitant with State Universities Retirement System (SURS)? ___ Yes ___ No

Are you legally authorized to work in the U.S. on a continuous basis? ___ Yes ___ No

With respect to the following question, the applicant is not obligated to disclose sealed or expunged conviction or arrest records.

Have you ever been convicted of a felony? ___ Yes ___ No If "yes" please list dates, nature of crime, place, court, and action taken. _____

(NOTE: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstance, and the relevance of the offense to the position(s) applied for may, however, be considered.)

List any relatives employed by IECC: _____
Name(s) Department/College

Educational History (use separate sheet if necessary)

Degree & Major / Minor	Name of School, College and/or University	Location	Number of Years Completed	Did you graduate?

Semester hours beyond highest degree: _____

Employment History

Please list employment starting with your present or most recent employer (use separate sheet, if necessary)

Employer:	Employed <input type="checkbox"/> Part-time <input type="checkbox"/> Full-time	Supervisor's Name & Title:
Address:		Your Job Title with this Employer:
City: _____ State: _____		From: _____ (Mo/Yr) To: _____ (Mo/Yr)
Telephone: _____	Brief Description of Duties:	
Email of Supervisor _____		
Reason for Leaving:		

Employer:	Employed <input type="checkbox"/> Part-time <input type="checkbox"/> Full-time	Supervisor's Name & Title:
Address:		Your Job Title with this Employer:
City: _____ State: _____		From: _____ (Mo/Yr) To: _____ (Mo/Yr)
Telephone: _____	Brief Description of Duties:	
Email of Supervisor _____		
Reason for Leaving:		

Employer:	Employed <input type="checkbox"/> Part-time <input type="checkbox"/> Full-time	Supervisor's Name & Title:
Address:		Your Job Title with this Employer:
City: _____ State: _____		From: _____ (Mo/Yr) To: _____ (Mo/Yr)
Telephone: _____	Brief Description of Duties:	
Email of Supervisor _____		
Reason for Leaving:		

Employer:	Employed <input type="checkbox"/> Part-time <input type="checkbox"/> Full-time	Supervisor's Name & Title:
Address:		Your Job Title with this Employer:
City: _____ State: _____		From: _____ (Mo/Yr) To: _____ (Mo/Yr)
Telephone: _____	Brief Description of Duties:	
Email of Supervisor _____		
Reason for Leaving:		

Describe skills you have pertaining to the position you are applying for: _____

May we contact your present employer? Yes No

Have you ever been removed or dismissed from any position? Yes No If yes, explain: _____

Have you ever been employed by Illinois Eastern? Yes No If "yes", please indicate position, date, and name of your supervisor: _____

References

References: List full information for references who may be contacted to verify any information requested in this application. References may be personal or business references who know of your professional background, employment, or educational preparation. **Please list four references that are not relatives or employers listed on the preceding page.**

Name of Reference:	Profession, Business or Occupation of Reference:
Address:	
City: State:	
Telephone:	

Name of Reference:	Profession, Business or Occupation of Reference:
Address:	
City: State:	
Telephone:	

Name of Reference:	Profession, Business or Occupation of Reference:
Address:	
City: State:	
Telephone:	

Name of Reference:	Profession, Business or Occupation of Reference:
Address:	
City: State:	
Telephone:	

Signature

Declaration: I hereby certify that the information I have provided is complete, true, and correct. Any misrepresentation of information and/or omission of fact may result in my disqualification before appointment or be cause for termination if employed. I authorize the investigation of all information contained in this application as may be necessary in arriving at an employment decision. I waive any right I may have to be notified by any individuals and organizations named in my application for employment prior to the release of any information to Illinois Eastern Community Colleges, including the release of information concerning any disciplinary action taken against me by former employers. I hereby release and discharge Illinois Eastern Community Colleges and any person or entity from whom any such information is obtained from any liability whatsoever related to the use or disclosure of such information. I understand that prior to being considered for any offer of employment, Illinois Eastern Community Colleges may undertake a background check, including criminal background history.

I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future. If employed, I agree to abide by all policies, procedures, rules, and regulations of Illinois Eastern Community Colleges.

Signature: _____ Date: _____

IECC DISTRICT NO. 529 IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate on the basis of race, color, sex, sexual orientation, age, marital status, religious affiliation, veteran status, national origin, disability, genetic information, or any other protected category.