

**Waukesha County Technical College**  
800 Main Street, Pewaukee, WI 53072

**EMPLOYMENT APPLICATION**  
**An Equal Opportunity Affirmative Action Employer**

Position(s) Applied For \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_ Apt. \_\_\_\_\_

City/Village/Township \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

Cell Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

Have you ever been employed here before? \_\_\_\_\_ Yes \_\_\_\_\_ No

Date/Position \_\_\_\_\_

Are you related to any College employee or Board Member? \_\_\_\_\_ Yes \_\_\_\_\_ No

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Are you legally authorized to work in the United States? \_\_\_\_\_ Yes \_\_\_\_\_ No

List all convictions and pleas of nolo contendere (no contest) for any offense or violation (including felony, misdemeanor or municipal ordinance) other than minor traffic violations, and list all pending criminal charges. \_\_\_\_\_

No applicant will be denied a position because of a pending criminal charge or conviction for (or plea of nolo contendere or no contest to) an offense or violation (whether criminal or otherwise), which Waukesha County Technical College determines is not substantially related to the circumstances of the position for which you are applying.

**EDUCATION**

**HIGH SCHOOL/GED**

(If you attended more than one High School, list the one from which you graduated.)

Name of School	Location	Highest Grade Completed

**TRAINING BEYOND HIGH SCHOOL**

(Include College, University, Business, Nursing, Military or Other Training you have received.)

Name and Location of School	Indicate Major or Minor and Field of Study	Degree/Diplomas Title & Date	Semester Hrs./Credit	Dates of Attendance

**LIST PROFESSIONAL LICENSES OR CERTIFICATIONS AND ATTACH VERIFICATION COPIES.**

If you need assistance in completing this application, please contact Human Resource Services: 262-691-5565.

**Application must be completed in full. Using the words "SEE RESUME" is not appropriate and may disqualify you from consideration.**

**EMPLOYMENT (Non-Teaching Occupational Experience)**

Please begin with your present or most recent employer. Account for all periods of employment from completion of High School to present.

Does WCTC have your permission to contact your employer at this time? \_\_\_\_\_ Yes \_\_\_\_\_ No

<b>Name of Employer</b>	<b>Telephone</b>
<b>Address</b>	<b>Employed (State Month and Year)</b> <b>From: To:</b>
<b>Name of Supervisor</b>	<b>Earnings</b> <b>Start: Final:</b>
<b>Job Title and Duties</b> _____ FT _____ PT Hrs/Wk	<b>Reason for Leaving</b>

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<b>Job Title and Duties</b> _____ FT _____ PT Hrs/Wk	<b>Reason for Leaving</b>

Use additional sheets, following same format, if necessary.

## TEACHING EXPERIENCE

List most recent experience first. Use a separate section to indicate change in subjects taught, or change in rank, although in the same school.

<b>Name of School</b>				
<b>Address</b>	<b>Street</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Rank or Title</b>				___FT___PT
<b>Dates</b>	<b>Total Time Worked</b>		<b>Earnings</b>	
<b>From:</b>	<b>To:</b>	<b>Years:</b>	<b>Months:</b>	<b>Start:</b>
<b>Subjects Taught</b>				
<b>Extracurricular Assignments</b>				
<b>Reasons for Leaving</b>				

<b>Name of School</b>				
<b>Address</b>	<b>Street</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Rank or Title</b>				___FT___PT
<b>Dates</b>	<b>Total Time Worked</b>		<b>Earnings</b>	
<b>From:</b>	<b>To:</b>	<b>Years:</b>	<b>Months:</b>	<b>Start:</b>
<b>Subjects Taught</b>				
<b>Extracurricular Assignments</b>				
<b>Reasons for Leaving</b>				

<b>Name of School</b>				
<b>Address</b>	<b>Street</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Rank or Title</b>				___FT___PT
<b>Dates</b>	<b>Total Time Worked</b>		<b>Earnings</b>	
<b>From:</b>	<b>To:</b>	<b>Years:</b>	<b>Months:</b>	<b>Start:</b>
<b>Subjects Taught</b>				
<b>Extracurricular Assignments</b>				
<b>Reasons for Leaving</b>				

<b>Name of School</b>				
<b>Address</b>	<b>Street</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Rank or Title</b>				___FT___PT
<b>Dates</b>	<b>Total Time Worked</b>		<b>Earnings</b>	
<b>From:</b>	<b>To:</b>	<b>Years:</b>	<b>Months:</b>	<b>Start:</b>
<b>Subjects Taught</b>				
<b>Extracurricular Assignments</b>				
<b>Reasons for Leaving</b>				

Waukesha County Technical College has a policy of referring applicant information to other colleges in the Wisconsin Technical College System. If you DO NOT wish us to share this information, please indicate below:

\_\_\_\_\_ I DO NOT want any of my applicant information shared with other technical colleges in the Wisconsin Technical College System.

**PROFESSIONAL REFERENCES (Do NOT List Relatives)**

Name and Title	Address	Telephone
1. _____		
2. _____		
3. _____		

**READ, UNDERSTAND, SIGN AND DATE IF YOU AGREE:**

I certify that the facts set forth in this application are true, correct and complete without misrepresentations or omissions of any kind whatsoever. I authorize investigation of the statements I have made herein.

I hereby release from any and all liability all representatives of Waukesha County Technical College for their acts performed in connection with evaluating my application, background, credentials and qualifications. I hereby further authorize any party (including the companies, schools and organizations listed in this application form) to release any information they may have about me to Waukesha County Technical College, including all transcripts/school records and all of my personal records with prior employers. I also release all persons, companies, schools and organizations (and such persons connected with them) who provide such information to Waukesha County Technical College from any and all liability for any damage for giving this information. I understand that if any of the information on this application form is discovered to be incorrect, false or misleading, or if there are any misrepresentations or omissions of any kind whatsoever, then Waukesha County Technical College may deny me employment or terminate my employment, and I agree that Waukesha County Technical College shall not be liable in any respect if it does so.

I also understand that my employment at Waukesha County Technical College is contingent upon the satisfactory completion of a physical examination, which may include a drug screen, an investigation of my work record and references, and a criminal background check. I consent to a pre-employment physical examination and such future examinations as may be required by Waukesha County Technical College, which may include drug screens as required.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

**HOW DID YOU LEARN ABOUT THIS POSITION?**

- \_\_\_\_\_ Friend
- \_\_\_\_\_ WCTC Web Site
- \_\_\_\_\_ WCTC Student
- \_\_\_\_\_ WCTC Employee
- \_\_\_\_\_ WCTC Bulletin Board
- \_\_\_\_\_ Job Agency (Please Identify) \_\_\_\_\_
- \_\_\_\_\_ Newspaper (Please Identify) \_\_\_\_\_
- \_\_\_\_\_ Internet (Please Identify Site) \_\_\_\_\_
- \_\_\_\_\_ Other (Please Specify) \_\_\_\_\_



## Waukesha County Technical College

Waukesha County Technical College's annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings, or property owned, or controlled, by Waukesha County Technical College and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault and other matters. You can obtain a copy of this report by contacting the Student Development Department at 262-691-5302 or by accessing the Web site: [www.wctc.edu/crimestats](http://www.wctc.edu/crimestats).

**Director of Student Development**