



Human Resources
9401 Farwest Drive S.W.
Lakewood, WA 98498-1999
www.pierce.ctc.edu

Hourly and Student Application for Employment

Email: jobs@pierce.ctc.edu
Telephone: (253) 964-7342
TDD: (253) 964-6228

Position Title:

PERSONAL INFORMATION

Name: _____ Former name(s) under which you have been employed: _____

Street Address: _____

City, State, Zip Code: _____

Home Telephone: _____

Alternate Phone: _____

E-mail Address: _____

EDUCATION

Have you graduated from high school or received a GED? ☐ Yes ☐ No

College or University	Address	Dates Attended	Credits Earned	College Major/Minor	Degree Received and Confer Date
		From: To:	Semester		
			Quarter		
		From: To:	Semester		
			Quarter		
		From: To:	Semester		
			Quarter		
		From: To:	Semester		
			Quarter		

SKILLS
List skills pertinent to the position for which you are applying.
LICENSES, PERMITS AND CERTIFICATES

EMPLOYMENT HISTORY	
A résumé <u>will not</u> be accepted in lieu of completing the Employment History of the application. Submitting a résumé is optional.	
Employer:	Job Title:
Street Address:	Duties:
City/State/Zip:	
Immediate Supervisor:	
Telephone:	Dates of Employment: From: (mo/yr) To: (mo/yr)
E-mail:	Hours per week:
Reason(s) for Leaving	

Employer:	Job Title:
Street Address:	Duties:
City/State/Zip:	
Immediate Supervisor:	
Telephone:	Dates of Employment: From: To:
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Reason(s) for Leaving	

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Immediate Supervisor:	
Telephone: ()	Dates of Employment: From: (mo/yr) To: (mo/yr)
E-mail:	Hours per week:
Reason(s) for Leaving	

PROFESSIONAL REFERENCES

Include two current professional references with names, telephone numbers and email addresses. Supervisors listed above may be contacted.

Name:	Telephone Number:
Official Position & Employer:	Email Address:
Name:	Telephone Number:
Official Position & Employer:	Email Address:
Name:	Telephone Number:
Official Position & Employer:	Email Address:

PLEASE READ CAREFULLY - APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby consent to and authorize Pierce College to make inquiries regarding my education, work experience and references. I hereby release all parties and persons associated with any such inquiries from liability in connection with furnishing this information.

I understand that should my position include security clearances, significant money handling, unsupervised access to children under the age of 16, developmentally disabled persons, vulnerable adults, or if I am provided with multiple key/card access to buildings, classes and facilities, I will consent to a background investigation to check information contained in or related to my application, including records of law enforcement agencies.

If I am offered employment, I understand that employment will be on a conditional basis pending completion of a satisfactory background check. I understand that should the investigation disclose misrepresentation or omission, such disclosure will constitute grounds for withdrawal of employment offer, rejection of application, or dismissal.

I certify that the information provided in this application including additional required documents is true, correct and complete to the best of my knowledge. I understand that consideration of this application and the continuation of any employment gained depend upon the true and accurate representation of the facts as stated or implied in this application.

Equal Opportunity

The Pierce College District is an equal opportunity employer. The Board of Trustees and Pierce College District are committed to providing equal opportunity and will not discriminate in terms and conditions of employment and personnel practices. Decisions are made without regard to race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal.

Questions regarding equal employment opportunities or discrimination may be directed to the following:

Vice President for Human Resources

(253) 964-6519

Title IX Coordinator

(253) 840-8472

District Affirmative Action Officer

(253) 864-3229

Signature _____

Date _____