
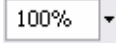

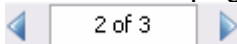



## Employment Application Directions

This form can be filled in with the computer keyboard. To highlight the fields that can be filled in, click on the Highlight fields box  just above the form on the right side.

If you need larger text, click the down arrow ▼ next to the Zoom box  and choose a larger size.

To type in text fields like “Position Title”:

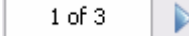

- Click on the hand tool. 
- Click on the box you would like to type in.
- Type your information.
- Press the Tab key to move to the next field.
- Press the Shift+Tab keys to move to the previous field.
- The “Work History Address” boxes have two lines. Press the Enter key to go to the second line.
- This form is 2 pages. It will automatically go to the next page after entering data in the second “Type of degree or diploma” field and pressing the tab key.
- You can navigate between the pages by clicking the left arrow ◀ or right arrow ▶ next to the pages  2 of 3  at the bottom center of the window.

To mark checkboxes like Yes or No  Yes  No  , either click on the box or press the space bar for the one you want to be checked. On the Yes/No checkboxes, the computer will allow you to select only one of them. Other categories like “How did you find out about this position?” and “Job Type/Shift” will allow you to check multiple boxes.

When you are finished filling out the form:

- Use File, Save As if you would like to save a copy to your computer or portable device.
- Use File, Print. You must print one copy to submit but may also print copies to keep.
- You may want to only print pages 2 and 3 so these directions do not print.

 Pages from:  to:

To begin filling out the form, click the right arrow ▶ next to the pages  1 of 3  at the bottom center of the window to go to page 2.

# State of Idaho Employment Application

Eastern Idaho Technical College, 1600 S. 25<sup>th</sup> E., Idaho Falls, Idaho 83404



|   |
|---|
| Position Title (Job for which you are applying) |
|---|

| Name and Address          |  |
|---------------------------|--|
| Name (First, MI, Last)    | Social Security Number   |
| Mailing Address           |  |
| City, State, and Zip Code |  |
| Home Phone                | Message Phone  |
| E-mail Address            | May we use e-mail to contact you? Yes <input type="checkbox"/> No <input type="checkbox"/> |

| Additional Information   |
|--|
| Are you a current, classified, State of Idaho employee? Yes <input type="checkbox"/> No <input type="checkbox"/>   |
| I certify that I am in compliance with the provisions of the Selective Service Act (Draft Registration). ** Yes <input type="checkbox"/> No <input type="checkbox"/>                                     |
| I certify that I am a U.S. citizen, permanent resident, or a foreign national with authorization to work in the United States. **<br>Yes <input type="checkbox"/> No <input type="checkbox"/>            |
| Have you ever been convicted of, or entered a plea of guilty, no contest, or had a withheld judgment to a felony? **<br>Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please explain: |
| ** These questions must be answered in order to be considered for employment with the State of Idaho   |

| Education<br>(Schools attended after High School or special training received) |      |                           |                   |
|--|------|---------------------------|-------------------|
| School   | From | To                        | Did you graduate? |
| Location   |      | Type of degree or diploma |                   |
| School   | From | To                        | Did you graduate? |
| Location   |      | Type of degree or diploma |                   |

|      |                        |
|------|------------------------|
| Name | Social Security Number |
|------|------------------------|

| Work History        |       |            |   |          |
|---------------------|-------|------------|---|----------|
| Job Title           | From  | To         | Hrs/Week  | Employer |
| Address             | Phone | Supervisor | May we contact this employer?<br>Yes <input type="checkbox"/> No <input type="checkbox"/> |          |
| Reason for leaving? |       |            |   |          |

|                     |       |            |   |          |
|---------------------|-------|------------|---|----------|
| Job Title           | From  | To         | Hrs/Week  | Employer |
| Address             | Phone | Supervisor | May we contact this employer?<br>Yes <input type="checkbox"/> No <input type="checkbox"/> |          |
| Reason for leaving? |       |            |   |          |

|                     |       |            |   |          |
|---------------------|-------|------------|---|----------|
| Job Title           | From  | To         | Hrs/Week  | Employer |
| Address             | Phone | Supervisor | May we contact this employer?<br>Yes <input type="checkbox"/> No <input type="checkbox"/> |          |
| Reason for leaving? |       |            |   |          |

| How did you find out about this position? |                                       |  |   |                                      |
|---|---------------------------------------|--|---|--------------------------------------|
| A State Employee <input type="checkbox"/> | Career Fair <input type="checkbox"/>  | DHR website <input type="checkbox"/>           | Idaho Works <input type="checkbox"/>                | Job Service <input type="checkbox"/> |
| Monster.com <input type="checkbox"/>      | Newspaper Ad <input type="checkbox"/> | Other Internet Source <input type="checkbox"/> | Prof. Organization website <input type="checkbox"/> | Radio/TV Ad <input type="checkbox"/> |
|   | Recruiter <input type="checkbox"/>    | University/College <input type="checkbox"/>    | None of the above <input type="checkbox"/>          |                                      |

| Job Type/Shift                     |                                    |  |                                    |                                  |
|------------------------------------|------------------------------------|--|------------------------------------|----------------------------------|
| Full Time <input type="checkbox"/> | Part Time <input type="checkbox"/> | Permanent <input type="checkbox"/>       | Temporary <input type="checkbox"/> | 6 Month <input type="checkbox"/> |
| 9 Month <input type="checkbox"/>   | Seasonal <input type="checkbox"/>  | Limited Service <input type="checkbox"/> | Shift <input type="checkbox"/>     | Night <input type="checkbox"/>   |

|           |      |
|-----------|------|
| Signature | Date |
|-----------|------|

I certify that all answers and statements on this application are true and complete to the best of my knowledge. I understand that my application and the information therein is subject to an appropriate background investigation, and furthermore, I understand that should an investigation disclose untruthful or misleading information, my application may be rejected, my name removed from consideration, or my employment with the State terminated.