

Kentucky Community and Technical College System (KCTCS)

Appendix 3.a - Employment Application

[Print application form](#) Application form - Staff External Application form

Note: All applications must be submitted online. This application form is intended for research purposes only.

To upload a file:

1. Click 'Browse...' and select the file from your computer.
2. Click 'Upload' to send the resume to us, this may take a few minutes depending on the speed of your internet connection.

To delete a file that you have uploaded, click 'Delete'.

Please attach your Resume (CV)

(File upload facility available online)

Please attach your Cover letter

(File upload facility available online)

Supporting Documents (e.g. Portfolio, transcripts, etc.)

(File upload facility available online)

Additional Supporting Documents (e.g. Portfolio, transcripts, etc.)

(File upload facility available online)

Are you 18 years or older?* Yes No

Will you now or in the future require KCTCS to commence ("sponsor") an immigration case in order to employ you (for example, H-1B or other employment-based immigration case)? This is sometimes called "sponsorship" for an employment-based visa status.* No Yes

Have you ever applied for any KCTCS location previously?* Yes No

Only answer this question if you answered "Yes" to *Have you ever applied for any KCTCS location previously?* above:

If yes, which college?*

Have you ever worked for a KCTCS location? (Or with a location before the creation of KCTCS in 1998?)* Yes No

Only answer this question if you answered "Yes" to *Have you ever worked for a KCTCS location? (Or with a location before the creation of KCTCS in 1998?)* above:

If yes, which location and what year(s)?

Have you ever been convicted of a violation of the law, excluding traffic violations, an arrest, detention, or disposition regarding any violation of law in which no conviction resulted, or any Yes No

Kentucky Community and Technical College System (KCTCS)

convictions which have been sealed, expunged or statutorily eradicated?*

Only answer this question if you answered "Yes" to *Have you ever been convicted of a violation of the law, excluding traffic violations, an arrest, detention, or disposition regarding any violation of law in which no conviction resulted, or any convictions which have been sealed, expunged or statutorily eradicated?* above:

If yes, please describe the dates, nature, and circumstances of the crime*

For employees related by blood or marriage to work at the Kentucky Community & Technical College System in the same department or division, we require specific approval from the Chancellor or KCTCS President as appropriate. Also, in most cases where we employ you and a person related to you by blood or marriage, neither of you can have a supervisory or line authority over the other. Do you have any relatives employed by any KCTCS location?*

Yes

No

Only answer this question if you answered "Yes" to *For employees related by blood or marriage to work at the Kentucky Community & Technical College System in the same department or division, we require specific approval from the Chancellor or KCTCS President as appropriate. Also, in most cases where we employ you and a person related to you by blood or marriage, neither of you can have a supervisory or line authority over the other. Do you have any relatives employed by any KCTCS location?* above:

Please provide their name and College of employment*

Are you a previous graduate of any KCTCS Institution?

Yes

No

Only answer this question if you answered "Yes" to *Are you a previous graduate of any KCTCS Institution?* above:

Which college did you graduate from?*

- | | |
|--|--|
| <input type="checkbox"/> Ashland Community & Technical College | <input type="checkbox"/> Big Sandy Community & Technical College |
| <input type="checkbox"/> Bluegrass Community & Technical College | <input type="checkbox"/> Elizabethtown Community & Technical College |
| <input type="checkbox"/> Gateway Community & Technical College | <input type="checkbox"/> Hazard Community & Technical College |
| <input type="checkbox"/> Henderson Community College | <input type="checkbox"/> Hopkinsville Community College |
| <input type="checkbox"/> Jefferson Community & Technical College | <input type="checkbox"/> Madisonville Community College |
| <input type="checkbox"/> Maysville Community & Technical College | <input type="checkbox"/> Owensboro Community & Technical College |

Kentucky Community and Technical College System (KCTCS)

- | | |
|---|--|
| <input type="checkbox"/> Somerset
Community College | <input type="checkbox"/> Southcentral
Kentucky Community
& Technical College |
| <input type="checkbox"/> Southeast Kentucky
Community &
Technical College | <input type="checkbox"/> West Kentucky
Community &
Technical College |

Only answer this question if you answered "Yes" to *Are you a previous graduate of any KCTCS Institution?* above:

If able, please provide your previous Student ID number

Are you open to relocation if similar opportunities are available at other locations?*

Yes

No

Salary Desired?*

Detail your employment history:

Detail your education history:

Please list any current certifications or additional licenses you have, that support your qualifications for this position. If you do not have any, enter N/A.

Voluntary Demographic Questions

As part of our commitment to equal employment opportunity efforts, our institution conducts a survey of all job applicants. Submission of this information is entirely voluntary, and its contents are confidential to Human Resources. We do, however, appreciate your assistance and ask that you complete the following section.

You may choose to "Not Disclosed" if you do not wish to provide the information.

Gender

Male

Female

Not Disclosed

Are you Hispanic or Latino?

Yes

No

Not Disclosed

Click for [Category Definitions](#).

Kentucky Community and Technical College System (KCTCS)

Race Category Please mark the box(es) that describe the race/ethnicity category with which you identify (mark all that apply) (More information: [Click HERE.](#))

- | | |
|---|--|
| <input type="checkbox"/> American Indian or Alaska Native | <input type="checkbox"/> Asian |
| <input type="checkbox"/> Black or African American | <input type="checkbox"/> Native Hawaiian or Other Pacific Islander |
| <input type="checkbox"/> White | <input type="checkbox"/> Two or More Races |
| <input type="checkbox"/> Not Disclosed | |

Voluntary Self-Identification of Protected Veteran Status

This employer is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans.

These classifications are defined as follows:

- A "disabled veteran" is one of the following:
 - A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or
 - A person who was discharged or released from active duty because of a service-connected disability.
- A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
- An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
- An "Armed Forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Protected veterans may have additional rights under USERRA—the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free, at 1-866-4-USA-DOL.

If you believe you belong to any of the categories of protected veterans listed above, please indicate by checking the appropriate box below. As a Government contractor subject to VEVRAA, we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA.

Veteran Status

Please check one of the boxes below*

- | | |
|--|--|
| <input type="checkbox"/> I identify as one or more of the classifications of protected veteran listed above. | <input type="checkbox"/> I am not a protected veteran. |
|--|--|

Agreement

I certify that all answers to the questions in this application are true, and i further understand that any false statements and/or omission in this application will be sufficient grounds for rejection of the application or termination of employment without notice.

I authorize the Kentucky Community & Technical College System (KCTCS) to make any and all-necessary and appropriate investigations to verify the information contained herein, including criminal records, educational credentials and work experience checks. References obtained are done so in confidence and I understand that my rights to review any reference material is waived.

Kentucky Community and Technical College System (KCTCS)

I also understand that I will be required to enroll and participate in an appropriate KCTCS retirement plan if employed in a regular position and that failure to do so shall result in termination of employment.

Prior to employment, I must provide information related to identity and employability. Failure to provide appropriate documentation for verification of employment eligibility shall result in immediate termination of employment and/or any offer of employment.

I certify that the application and/or resume submitted are a complete and accurate description of my work experience, education, and background. I further certify that the answers to the above questions are true and complete to the best of my knowledge*

Yes

Please type your first and last name.*