



## APPLICATION FOR EMPLOYMENT

### Notice of Nondiscrimination

Colorado Mountain College does not discriminate on the basis of age, color, disability, gender identity, marital status, national or ethnic origin, political affiliation, race, religion, sex (including pregnancy), sexual orientation, veteran status, and family and genetic information, in its programs and activities as required by Title IX of the Education Amendments of 1972, Title II of the Americans with Disabilities Act of 1990, as amended, Section 504 of the Rehabilitation Act of 1973, Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, and as provided in other applicable statutes and College policies. The College prohibits sexual and gender-based harassment, including sexual assault, and other forms of interpersonal violence.

### Employee Inquiries

The college has established procedures for the filing and disposition of student and employee discrimination complaints. The procedures are available by selecting the following links:

- [6-N Presidents Procedure Resolving Discrimination Complaints](#) for discrimination not involving Sexual Misconduct
- [3.12.1 Sexual Misconduct Procedure](#) for discrimination involving Sexual Misconduct

The following person has been designated to handle employee inquiries regarding the Americans with Disabilities Act, the Rehabilitation Act, and other employee complaints of unlawful discrimination other than Title IX matters:

Angela Wurtsmith  
Director of Human Resources  
[awurtsmith@coloradomtn.edu](mailto:awurtsmith@coloradomtn.edu)  
970-947-8311  
802 Grand Avenue  
Glenwood Springs, Colorado 81601

Employee inquiries regarding sexual misconduct or complaints of discrimination under Title IX should be directed to the Title IX Coordinator:

Lisa Doak  
Title IX Coordinator  
[ldoak@coloradomtn.edu](mailto:ldoak@coloradomtn.edu)  
970-947-8351  
802 Grand Avenue  
Glenwood Springs, Colorado 81601

### Other Resources

U.S. Department of Education, Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582, Telephone: 303-844-5695, [OCR.Denver@ed.gov](mailto:OCR.Denver@ed.gov).

Colorado Department of Higher Education, 1560 Broadway, Suite 1600, Denver, CO 80202, Telephone: 303-862-3001, [higher.ed.colorado.gov](http://higher.ed.colorado.gov).

U.S. Equal Employment Opportunity Commission, Denver Field Office, 303 E. 17th Avenue, Suite 410, Denver, Colorado 80203, Telephone 800-669-4000, [www.eeoc.gov/employees/howtofile.cfm](http://www.eeoc.gov/employees/howtofile.cfm).

Colorado Civil Rights Division, 1560 Broadway, Suite 1050, Denver, Colorado 80202, Telephone 303-894-2997, [CCRD@dora.state.co.us](mailto:CCRD@dora.state.co.us).

*Please continue to the next page to complete the application for employment*



## Application for Employment An Equal Opportunity Employer

Each question should be fully and accurately answered. No action can be taken on this application until all questions have been answered. Use blank paper if you do not have enough room on this application. PLEASE PRINT, except for your signature on the back of the application. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences of discrimination based upon non job-related information.

Position(s) Applied for: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Type of employment you are seeking: Full-time \_\_\_\_\_ Part Time \_\_\_\_\_ Temporary \_\_\_\_\_

Location(s) of position \_\_\_\_\_ Date you could start \_\_\_\_\_

\_\_\_\_\_  
LAST NAME FIRST NAME E-MAIL ADDRESS

\_\_\_\_\_  
TELEPHONE NUMBER DAYTIME PHONE NUMBER WHERE YOU CAN BE REACHED

\_\_\_\_\_  
PERMANENT STREET ADDRESS CITY STATE ZIP CODE

PERMANENT MAILING ADDRESS IF DIFFERENT THAN STREET ADDRESS

Are you 18 years of age or older?.....Yes  No   
(If you are hired you may be required to submit proof of age.)

If hired, can you furnish proof you are eligible to work in the U.S.?.....Yes  No

**Per CMC policy: All CMC non-WorkStudy employees must maintain permanent residence in Colorado while employed at the college. All employees must reside in Colorado.**

Are you a work study student Yes  No

If no, please understand in order to work for Colorado Mountain College all employees must be maintain permanent residence in Colorado.

Are you now a resident of Colorado or are you willing to established residency in Colorado upon hire. Yes  No  (if no is selected, CMC is unable to hire nonresidents of Colorado)

Have you ever interviewed for a position with CMC?..... Yes  No  If yes, where? \_\_\_\_\_

Were you ever employed here?..... Yes  No  If yes, when? \_\_\_\_\_

Do you expect to be engaged in any additional business or employment in addition to the job for which you are applying?

Yes  No  If yes, please explain \_\_\_\_\_

If it is a position requirement, are you willing to travel?..... Yes  No  If yes, percent of time? \_\_\_\_\_

## EDUCATION

<i>List Names of All Institutions Attended</i> High School or GED _____ _____	Number of Years Completed	Diploma/Degree Certificate
College or University _____ _____ _____		
Vocational or Technical _____ _____		

## SPECIAL SKILLS

Please list any foreign languages you read, write, or speak and your level of proficiency with each: \_\_\_\_\_  
 \_\_\_\_\_

Office Skills: Typing \_\_\_\_\_ WPM    Shorthand \_\_\_\_\_ WPM

What machines or equipment can you operate that are related to the job for which you are applying?  
 \_\_\_\_\_

For driving jobs only: Do you have a valid driver's license? ..... Yes     No

Driver's license number: \_\_\_\_\_ Class of license: \_\_\_\_\_ State licensed in: \_\_\_\_\_

Have you ever had your driver's license suspended or revoked in the last three years? ..... Yes     No

If yes, give details \_\_\_\_\_

List professional, trade, business or civic activities and offices held (exclude labor organizations and memberships which reveal race, color, religion, national origin, sex, age, or other protected status.) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### COMPLETE THIS SECTION ONLY IF APPLYING FOR A TEACHING POSITION

#### TEACHING EXPERIENCE (Including student teaching)

From (month/year)	To (month/year)	Credit or Contact Hours	Name and Address of Employer and Supervisor	Subject Taught

## WORK HISTORY

List names of employers in consecutive order with present or most recent employer listed first. Account for all periods of time including military service and any period of unemployment. If self-employed, give firm name and supply business references. Note: A job offer may be contingent upon acceptable references from current and former employers.

Name of Employer	Supervisor
Address	Employed
City, State, Zip Code	From (month/year)      To (month/year)
Telephone	Pay
Title	Start \$                      Final \$
Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>	Reason for Leaving
Duties	
Name of Employer	Supervisor
Address	Employed
City, State, Zip Code	From (month/year)      To (month/year)
Telephone	Pay
Title	Start \$                      Final \$
Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>	Reason for Leaving
Duties	
Name of Employer	Supervisor
Address	Employed
City, State, Zip Code	From (month/year)      To (month/year)
Telephone	Pay
Title	Start \$                      Final \$
Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>	Reason for Leaving
Duties	
Name of Employer	Supervisor
Address	Employed
City, State, Zip Code	From (month/year)      To (month/year)
Telephone	Pay
Title	Start \$                      Final \$
Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>	Reason for Leaving
Duties	

## REFERENCES

Have you worked or attended school under any other names?.....Yes  No

If yes, give names:\_\_\_\_\_

Are you presently employed?..... Yes  No

If yes, may we contact your present employer?..... Yes  No

Have you ever been fired from a job or asked to resign?..... Yes  No

If yes, please explain\_\_\_\_\_

Please list three professional references whom the College may contact who have knowledge of your work/teaching experience and to who you are not related.

Name	Address	Telephone

## AFFIDAVIT

### PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

I certify that all the information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I authorize the investigation of any or all statements contained in this application. Except as otherwise agreed to by the college, I also authorize, whether listed or not, any person, school, current employer, past employers, and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I understand that if I am extended an offer of employment it may be conditioned upon my successfully passing a complete pre-employment physical examination. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying.

I understand that I may be required to successfully pass a drug screening examination. I hereby consent to a pre- and/or post-employment drug screen as a condition of employment, if required.

**I UNDERSTAND THAT THIS APPLICATION, VERBAL STATEMENTS BY MANAGEMENT, OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME.**

I have read, understand, and by my signature consent to these statements.

Signature:\_\_\_\_\_ Date:\_\_\_\_\_

Applications are not maintained on active status. The College only accepts applications for vacancies currently open.  
Per CMC policy: All CMC employees (except for Work-Study employees or student hourly workers currently enrolled at the college) must maintain their primary legal residence in Colorado while employed at the college.

