



500 Kennedy Drive
Rangely, CO 81648

2801 West 9th Street
Craig, CO 81625

800.562.1105
www.cncc.edu

APPLICATION INSTRUCTIONS

All interested and qualified applicants are asked to submit a cover letter, resume and three letters of recommendation, along with a completed Colorado Northwestern Community College application for exempt employment to the Department of Human Resources.

APPLICATION FOR EXEMPT EMPLOYMENT

APPLICANT INFORMATION			
Last Name:		First:	M.I.:
Street Address:			Apartment/Unit #:
City:	State:		ZIP:
Phone:	E-mail Address:		
Date Available:			
Position Applied for:			
Are you authorized to work in the U.S.? YES ☐ NO ☐			
Have you ever worked for this company? YES ☐ NO ☐			
If so, when?			

EDUCATION (TRANSCRIPTS MUST BE SUBMITTED AND INCLUDE VOCATIONAL CREDENTIALS IF APPROPRIATE)				
College:		Address:		
From:	To:	Did you graduate?	YES ☐ NO ☐	Degree:
Graduate:		Address		
From:	To:	Did you graduate?	YES ☐ NO ☐	Degree:
Other:		Address		
From:	To:	Did you graduate?	YES ☐ NO ☐	Degree:

REFERENCES	
<i>Please list three professional references.</i>	
Full Name:	Relationship:
Company:	Phone:
Address:	
Full Name:	Relationship:
Company:	Phone:

Address:	
Full Name:	Relationship:
Company:	Phone:
Address:	

PREVIOUS EMPLOYMENT (LIST MOST RECENT FIRST)			
Company:		Phone:	
Address:		Supervisor:	
Job Title:			
Responsibilities:			
From:	To:	Reason for Leaving:	
May we contact your previous supervisor for a reference? YES ☐ NO ☐			
Company:		Phone:	
Address:		Supervisor:	
Job Title:			
Responsibilities:			
From:	To:	Reason for Leaving:	
May we contact your previous supervisor for a reference? YES ☐ NO ☐			
Company:		Phone:	
Address:		Supervisor:	
Job Title:			
Responsibilities:			
From:	To:	Reason for Leaving:	
May we contact your previous supervisor for a reference? YES ☐ NO ☐			

SPECIAL SKILLS (PLEASE PROVIDE SPECIALS SKILLS OR ABILITIES WHICH RELATE TO THE JOB)
If not listed above:

DISCLAIMER AND SIGNATURE
I am aware that this application is considered open records as per Colorado Law. All of the statements made in this application are true, complete and correct to the best of my knowledge and belief, and are made in good faith. I understand that by electronically signing this document by typing my full legal name, that I acknowledge, agree, and attest that the information provided by me is true and correct and I am freely intending to create and adopt this signature as my own legal binding electronic signature that carries the same legal effective and enforceability as my handwritten signature. My signature below authorizes the college to conduct employment references. In the even of employment, I understand that false or misleading information given in my application, employment records, or interview(s) may result in dismissal.
Signature: Date: