

Instructions for Completing Your Application Materials

Please...

Submit a **letter of interest** and **resume** which clearly describes your current qualifications for the specific position you are seeking.

Complete the application for employment. Be sure to **answer all questions** on the application form. If you wish to receive full consideration, it is essential that you provide all requested information. Use your legal name on your application and all future correspondence. List all **employment experience**.

Notify the Human Resources Department, in writing, of any **changes** to your **application information**.

Notify the Human Resources Department if you are no longer available for employment in our college.

Copies of transcripts will be accepted as long as they are readable. Original transcripts will be required from final candidates.

Please submit all signed application materials to the following address:

Dakota County Technical College
Human Resources Department
1300 145th Street East
Rosemount, MN 55068

DCTC is an Equal Opportunity Educator and Employer

NOTICE

In accordance with Minnesota Government Data Practices Act, the following information is provided regarding information the College will collect about you during the application process.

As an applicant, once you have been asked to be interviewed, the following information about you will be public, meaning the information is available to anyone who asks to see it:

1. Your name
2. Veterans' Status;
3. Relevant test scores;
4. Rank on eligible list;
5. Job history;
5. Education and training;
6. Work availability;

You are not required to supply any data, either public or private, as a condition of applying for employment. However, your refusal to provide data requested of you may result in inadequate information for the College to base its hiring decision.

In Compliance with state and federal equal employment opportunity laws, qualified applicants being considered for employment are treated equally with out regard to race, creed, color, gender, sexual preference, national origin, age, marital status, status with regard to public assistance, religion, disability , or membership or activity in a local commission as defined by law.



DAKOTA COUNTY
TECHNICAL COLLEGE

1300 145th St. E. (County Road 42) • Rosemount, Minnesota 55068-2999 • (651) 423-8000

EMPLOYMENT APPLICATION

GENERAL APPLICANT INFORMATION	Type or print name in full		Application Date: _____		
	Last _____	First _____ Middle _____	Home Telephone (____) _____		
POSITION	Address _____				
	City _____ State _____ Zip _____				
	Email _____				
	Work Telephone (____) _____				
EDUCATION	Cell Telephone (____) _____				
	Position(s) Applying for? Teaching _____				
LICENSES HELD	Other _____				
	How soon can you start work? _____				
	Are you available for work? <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Intermittent				
Have you previously applied for work at DCTC? <input type="checkbox"/> Yes <input type="checkbox"/> No Date(s) _____					
EDUCATION	School Name	Location	Graduated (Yes/No)	Major Subject Emphasis	Degree
	High School				
	Business, Vocational Or Military Training				
	College (Attach transcripts)				
Specific job skills pertinent to the position for which you are applying.					

Applicable Licenses Held:					

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Please list most recent employer first
 May we contact your present employer if needed Yes No

PREVIOUS EMPLOYMENT	Employer (Company Name)		Immediate Supervisor		Your Job Title	
	Street Address		Telephone		Employment Dates From To	
					Full Time or Part Time	
	City		State Zip		Reason for leaving	
	Employer (Company Name)		Immediate Supervisor		Your Job Title	
	Street Address		Telephone		Employment Dates From To	
					Full Time or Part Time	
	City		State Zip		Reason for leaving	
	Employer (Company Name)		Immediate Supervisor		Your Job Title	
	Street Address		Telephone		Employment Dates From To	
					Full Time or Part Time	
	City		State Zip		Reason for leaving	
To list additional experience attach a separate sheet						
REFERENCES	List two people whom we can contact for an employment reference					
	Name			Name		
	Street Address			Street Address		
	City		State Zip	City		State Zip
	Occupation		How long known?	Occupation		How long known?
	Telephone Home		Work	Telephone Home		Work

I hereby authorize DCTC to make such inquiries and investigations of my personal employment as may be necessary in arriving at an employment decision. Additionally, I certify that answers given herein are true and complete to the best of my knowledge. In the event of employment with DCTC, I understand that false or misleading information given in this application or job interview(s) may result in my discharge. If employed at DCTC, I understand that I will be required to abide by Dakota County Technical College Policies.

Date _____ Signature of Applicant _____

This employment application can be made available in alternative format, such as large print, Braille or audio tape, upon request. Please call Human Resources at: (651) 423-8411. For TTY, contact the MN Relay Service at: 1-800-627-3529 or 711.

Information other than that classified as public information will be treated confidentially.



Supplemental Personnel Data for Affirmative Action Recruitment

Dakota County Technical College is an Equal Opportunity Employer committed to the policies and principles of affirmative action in its recruitment procedures.

To advance the implementation of these policies and to assist in responding to valid inquiries by federal and state agencies relative to equal opportunity, it is necessary that we measure and monitor our advertising and recruitment success by this data form, which is optional. This information will in no way affect you as an individual candidate. Data reported on this form will not be made available to anyone involved in the selection process or hiring decision, nor will it be maintained in personnel files. Failure to comply or submit data will in no way disqualify you for present or future employment. All selection procedures will be strictly guided by the principle of equal opportunity.

Last Name: _____ **First Name:** _____

Position Applying For: _____

Ethnicity:

___ **American Indian or Alaskan Native** – All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

___ **Asian or Pacific Islander** – All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

___ **Hispanic** – All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

___ **Black (Not of Hispanic origin)** – All persons having origins in any of the Black racial groups of Africa.

___ **Caucasian (Not of Hispanic origin)** – All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

___ **Other** _____

Gender:

___ Female

___ Male

Disability (self-identified)

___ Yes

___ No

Vet Status (self-identified)

___ Vietnam era veteran

___ Yes, other veteran

___ No, not a veteran

How did you learn about this vacancy? (check all that apply)

___ Star Tribune ___ Pioneer Press ___ MnSCU Website ___ DCTC Website ___ MMB Website

___ Mn Workforce Website ___ Friend, Posting, Word of Mouth

___ Other Website, please specify _____

___ Other Newspaper, please specify _____

___ Other, please specify _____

Please return this form with your other application materials. Thank you.