



# APPLICATION FOR EMPLOYMENT

Return Application to: Human Resources Office; Rochester Community and Technical College; 851 30<sup>th</sup> Avenue SE; Rochester, MN 55904-4999

Personal Data					
<i>Last Name</i>		<i>First Name</i>		<i>Middle Name/Initial</i>	
<i>Street Address</i>		<i>City</i>		<i>State/Zip</i>	
<i>Home Phone</i>	<i>Work Phone</i>	<i>E-mail Address:</i>		<i>Social Security #</i>	
<i>Print the title of the job for which you are applying:</i> _____				<input type="checkbox"/> <i>Full Time</i> <input type="checkbox"/> <i>Part Time</i>	
<i>Are you presently employed by the State of Minnesota and/or MnSCU System?</i>				<input type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>No</i>	
<i>If yes, where?</i> _____					
<i>If yes, what is your current position?</i> _____					

Education (list all post-secondary education)					
<i>Name of Institution</i>	<i>Location</i>	<i>Certificate or Degree</i>	<i>Date of Degree</i>	<i>Major</i>	<i>Minor</i>

List Special Activities and/or Honors Received

**“AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER AND EDUCATOR”**

Rochester Community and Technical College is committed to a policy of nondiscrimination in employment and education opportunities. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities. Applicants having special needs which require accommodations should contact the Human Resources Office at (507) 285-7183 or (507) 285-7125.



**Supplemental Protected Class Information**

See "*important facts*" on the back of this page for clarification. If you prefer not to provide this information, simply remove this page from your application. You may mail this form separately to the Affirmative Action Director; Rochester Community and Technical College; 851 30<sup>th</sup> Avenue SE; Rochester, MN 55904-4999. **This information will be kept separate from your file, and will not be provided to the screening committee.**

Name: \_\_\_\_\_ Position for which you are applying: \_\_\_\_\_

Sex:  Male  Female

**Are you a person with a disability?** (Having a disabling condition which substantially limits one or more major life activities such as walking, caring for yourself, seeing, hearing, speaking, performing manual tasks, breathing, learning, working; has a record of such impairment or is reported as having such impairment.)

No  Yes

**Veteran Status:**

Vietnam Era Veteran with more than 180 days of active military service, any part of which was between August 5, 1964 and May 17, 1975, with a discharge other than dishonorable or released for a service-related disability during the same period.

Disabled veteran with a disability of 30 percent or more administered by the VA or discharged or released from active military service for disability.

**Racial/Ethnic Group:**

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

**White,** not of Hispanic origin. Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

**Black,** not of Hispanic origin. Persons having origins in any of the original non-white peoples of Africa.

**Asian/Pacific Islander.** Persons having origins in any of the original peoples of the Far East, Southeast Asia, Indian subcontinent, or Pacific Islands (for example, China, Japan, Korea, India, the Philippine Islands, and Samoa).

**Hispanic.** Persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origins.

**How did you learn about this vacancy?**

Journal, newspaper, or other publication. Specify source: \_\_\_\_\_

Vacancy notice. Where posted? \_\_\_\_\_

Website. Which website(s); please specify: \_\_\_\_\_

Word of mouth from:  Campus Employee  Other \_\_\_\_\_

Invited to apply by:  Campus Employee  Other \_\_\_\_\_

If none of the above, please specify: \_\_\_\_\_

**I give my permission for Rochester Community and Technical College to possibly consider my name for other positions that might occur throughout the Minnesota State Colleges and Universities System.**  Yes  No

Signature of Applicant

Date

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## Important Facts About Information on Your Application

This application is to assist in the process of considering you for possible employment in the position listed. Certain information requested on this application is private. That is, it may be released only to you or to campuses where you may be considered for employment (to comply with M.S. 13.04, Subd. 2). If you are employed, the data will be available to the Dept. of Finance, the Dept. of Employee Relations, the Internal Revenue Service and the Social Security Administration for payroll and tax purposes. If you disagree with the data we maintain about you, notify the Rochester Community and Technical College Human Resources office in writing.

**THE FOLLOWING DATA IS PRIVATE DATA.  
ALL OTHER INFORMATION ON THE APPLICATION IS PUBLIC  
AND MAY BE GIVEN TO ANYONE FOR ANY PURPOSE.**

Private Data	Why we ask for it.	Do you have to provide it?	What if you don't provide this information?
Social Security Number	To distinguish you from other applicants.	No	We will assign you a number.
Name/Address	To distinguish you, to contact you.	Yes	Rejection of application.
Home Phone Number	To contact you.	No	It may be difficult for us to contact you.
Protected Group Status	To be able to make equal opportunity reports and to take affirmative action.	No	We will not be able to determine whether our selection processes result in unfair discrimination, or to take affirmative action in our hiring.
Reasonable Accommodations	To determine your special needs.	No	We will not be able to make timely accommodations to assist you in the selection process.

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