

Application for Employment Anoka-Ramsey Community College

Anoka-Ramsey Community College is an equal opportunity, affirmative action employer and educator.

It is Anoka-Ramsey Community College policy to ensure that the selection process for this position is accessible to all candidates. Please contact the Human Resources Office at Anoka-Ramsey Community College (763) 433-1160 to obtain these materials in an alternative media and/or to request a reasonable accommodation during the selection process.

PLEASE READ ENTIRE APPLICATION BEFORE YOU BEGIN -- TYPE OR PRINT CLEARLY. Attach resume, other materials as requested, and any necessary additional pages and return to: Human Resources Office ♦ Anoka-Ramsey Community College ♦ 11200 Mississippi Blvd. NW ♦ Coon Rapids, MN 55433-3499 ♦ Fax (763) 433-1461

Personal Data		
Last Name	First Name	M.I.
Street Address	City	State/Zip
Home Phone	Work Phone	Social Security #
Print the title and location of the job for which you are applying:		<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
(Use exact title listed in vacancy announcement)	Subject area (if faculty)	Location
Are you presently employed by the MN State College & University System?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, where? _____		<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time

Education (List all undergraduate and graduate work.)					
Name of Institution	Location	Degree	Date of Degree	Major	Minor

(Please complete back side.)

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 Officer.

This information will be kept separate from your file, and will not be provided to the screening committee.

Reminder: Please contact the college Human Resources Office to identify any special needs you may have during the selection process. We will provide necessary reasonable accommodations.

Name: _____ Sex: Male Female

Position applied for: _____ Full-Time Part-Time

Are you a person with a disability*? No Yes

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 the Pacific Islands. This area includes, 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.
- Other**

Veterans Preference:

Note: You will be required to provide proof of the Veterans Preference you claim before you are hired. To qualify for Veterans Preference, you must meet all of the following:

- 1. Have separated under honorable conditions from any branch of the Armed Forces of the United States;**
- 2. Have served on active duty for 181 consecutive days or more or for the full period ordered to active duty OR have separated by reason of disability incurred while serving on active duty;**
- 3. Be a United States citizen or resident alien.**

- I am not a veteran
- I am a non-disabled veteran
- I am a disabled veteran with a currently existing, compensable, service-connected disability as judged by the US Veteran's Administration or by the Retirement Board of the Branches of the Armed Forces
- I am the widow/widower (not remarried) of a deceased veteran
- I am the spouse of a disabled veteran who cannot qualify because of the disability

Recently Separated Veteran

To qualify as a recently separated veteran, you must:

- 1. Meet all the requirements for Veterans Preference above and**
- 2. Have served in active military service at any time on or after September 11, 2001 as shown on your DD-214**

Note: If invited to interview, you will be required to present your DD-214 to verify that you meet the recently separated veteran requirement.

- I am a recently separated veteran

How did you learn about the job for which you applied? Please check all that apply.

- Referred by a MN Community College System employee
- Newspaper ad (name of paper)
- University or college placement bureau (name/location)
- Other (specify)
- HigherEdJobs.com

***NOTE:** By Statute, "Disability/handicap" is defined as "a handicapping condition which substantially limits one of life's major activities such as walking, caring for yourself, seeing, hearing, speaking, performing manual tasks, breathing, learning, working." Do not answer "yes" to this question if, for example, you have a visual problem corrected by glasses.

****NOTE:** Minn. Stat. 254A.02, Subd. 11 defines American Indian status as: "American Indian means person of one-quarter or more Indian blood." The Minnesota Indian Affairs Council suggests that at the time of employment, state agencies require persons claiming Indian heritage to provide an enrollment number and tribal affiliation.

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 Minnesota Community College System Human Resources Office in writing.

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.

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

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