

# Application for Cooperative Work Experience

Funded by: Future Ready Oregon Youth Development Division



TVCC is a comprehensive community college dedicated to promoting student success.

Please return this application and all other requested materials to:

[JSMITH@TVCC.CC](mailto:JSMITH@TVCC.CC)

For questions please contact:

**Jessica Smith**

Future Ready Oregon YDD Cooperative Work Experience Coordinator

[JSMITH@TVCC.CC](mailto:JSMITH@TVCC.CC)

541-881-5964

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**TREASURE VALLEY COMMUNITY COLLEGE IS AN  
EQUAL OPPORTUNITY EDUCATOR AND EMPLOYER**

It is the policy of the Treasure Valley Community College Board of Education and the College that there will be no discrimination or harassment on the basis of race, color, sex, marital status, sexual orientation, gender identity, religion, national origin, age or disability in any educational programs, activities or employment. Lack of English language skills will not be a barrier to admission and participation in career and technical education programs. Persons having questions about equal opportunity and non-discrimination should contact the Human Resources Director located in the Performing Arts Center on the south side of the Four Rivers Cultural Center building, or call (541) 881-5838 or TDD (541) 881-2723.

Es la póliza de la Junta de Educación de "Treasure Valley Community College" que no habrá tolerancia a la discriminación ni acoso por motivos de raza, color de piel, género, estado civil, orientación sexual, identidad de género, religión, nacionalidad, edad o discapacidad en cualquier actividad relacionada al estudio, o empleo. La falta de habilidades en el idioma inglés no será barrera para la admisión y ser participe en programas de carreras técnicas y profesional. Individuos que tengan preguntas sobre oportunidades y no discriminación deben ponerse en contacto con el Director de Recursos Humanos ubicados en el "Performing Arts Center" en el lado sur del edificio "Four Rivers Cultural Center". Teléfono (541) 881-5838 o TDD (541) 881-2723.

**Application for Employment**

**Date:**

**First Name:**

**Last Name:**

**Initial:**

**Address:**

**City:**

**State:**

**Zip:**

**Home phone:**

**Cell Phone:**

**Email Address:**

**Title of position you are applying for:**

Full-time     Part-time

**Have you worked for TVCC in the past?**

Yes     No

**If yes, please state your position and dates of employment:**

**Educational Experience**

Colleges and Universities attended, or equivalent professional training and/or study:

Degree:	Major:	Minor:	Institution Name:	From:	To:

Vocational experience, special training, licenses, certificates, etc.	Institution Name/Location:	From:	To:

**Please complete this section even if you attach a resume. List current and past employment with most recent first. If you need additional room, copy this sheet and attach.**

Employer:	
Dates:	
Address:	
Phone:	
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	
Immediate Supervisor:	
Reason for Leaving:	
Job Title:	

Yes, I give TVCC permission to contact this employer.

Employer:	
Dates:	
Address:	
Phone:	
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	
Immediate Supervisor:	
Reason for Leaving:	
Job Title:	

Yes, I give TVCC permission to contact this employer.

Employer:	
Dates:	
Address:	
Phone:	
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	
Immediate Supervisor:	
Reason for Leaving:	
Job Title:	

Yes, I give TVCC permission to contact this employer.

**References**

Please list below individuals who we may contact in reference to your abilities relative to the position you are applying for.

Name and Relationship	Telephone	Email

Confidential applications will be accepted; however, finalists for any position are hereby notified that prior to final recommendation for hire, current or previous supervisors may be contacted for references.

**Additional Information**

Please list any additional information (job related experiences, skills, or qualifications) that may benefit you in this job.

**Applicant's Certification**

**Please read carefully before signing. If you have any questions regarding the following statements, please ask for assistance.**

The facts set forth in my application for employment are true and complete. I understand that if employed, any false statement on this application may result in termination of employment. I further understand that this application is not, and is no intended to be, a contract of employment, nor does it obligate the employer to employ me. I acknowledge that my employment is at-will and can be terminated by either party with or without cause or notice. No one has any authority to enter into any agreement for employment for any specified period of time other than an expressly acknowledged in writing by the College President. I further understand that a final employment offer will be subject to a complete reference check and criminal background check.

Signature:

Date:

**Application for Employment - Supplemental**

**Equal Employment Opportunity Survey – Voluntary Information**

Treasure Valley Community College is required by law to report the composition of its workforce to the government. The information on this form will be filed separately from the main application form and will not be accessible to those processing your application. Safeguards are used to prevent discriminatory abuse of this information. It will be available only to the person responsible for governmental reporting. Your voluntary cooperation is appreciated.

**Date:**

**Name:**

**Gender/Sex:**

Male     Female     Prefer not to disclose     X:

**Title/Position Applied For:**

**Ethnicity:**

- Black / African American     White / Caucasian  
 Asian / Pacific Islander     Hispanic / Latino  
 Native American / Alaskan

**Military Status (please check all that apply):**

- Disabled veteran other than Vietnam     Spouse of deceased veteran  
 Disabled veteran, Vietnam era     Non-Veteran  
 Veteran other than Vietnam  
 Vietnam era veteran

Supplemental Information: Please indicate below how you learned about this position opening.

**Print, Online or Word of Mouth:**

Argus Observer

Malheur Enterprise

Idaho Statesman

Chronicle of Higher Education

Higher Ed Jobs

Indeed

TVCC jobs page ([www.tvcc.cc](http://www.tvcc.cc))

Employment Department

Other: