



500 Kennedy Drive  
 Rangely, CO 81648  
 2801 West 9th Street  
 Craig, CO 81625  
 800.562.1105  
 www.cncc.edu

## APPLICATION FOR EXEMPT EMPLOYMENT

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

EDUCATION (TRANSCRIPTS MUST BE SUBMITTED AND INCLUDE VOCATIONAL CREDENTIALS IF APPROPRIATE)				
College:		Address:		
From:	To:	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree:
Graduate:		Address		
From:	To:	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree:
Other:		Address		
From:	To:	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	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:	

<b>PREVIOUS EMPLOYMENT (LIST MOST RECENT FIRST)</b>			
Company:		Phone:	
Address:		Supervisor:	
Job Title:	Starting Salary: \$	Ending Salary: \$	
Responsibilities:			
From:	To:	Reason for Leaving:	
May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company:		Phone:	
Address:		Supervisor:	
Job Title:	Starting Salary: \$	Ending Salary: \$	
Responsibilities:			
From:	To:	Reason for Leaving:	
May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company:		Phone:	
Address:		Supervisor:	
Job Title:	Starting Salary: \$	Ending Salary: \$	
Responsibilities:			
From:	To:	Reason for Leaving:	
May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/>			

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

<b>DISCLAIMER AND SIGNATURE</b>		
<p>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.</p>		
<table> <tr> <td>Signature:</td> <td>Date:</td> </tr> </table>	Signature:	Date:
Signature:	Date:	

## **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.

### **Colorado Northwestern Community College is an Equal Opportunity Employer**

Colorado Northwestern Community College prohibits all forms of discrimination and harassment including those that violate federal and state law, or the State Board for Community Colleges and Occupational Education Board Policies BP 19-60.

The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Colorado Northwestern Community College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

The College has designated Jennifer Rea, Associate Director of Campus Life, as its Title IX/EO Coordinator and Brett Caskey, Associate Dean of Student Success as its ADA/Section 504/Title II with the responsibility to coordinate its civil rights compliance activities and grievance procedures. If you have any questions regarding Title IX/EO please contact Jennifer Rea, at (970) 675-3229 or [jennifer.rea@cnc.edu](mailto:jennifer.rea@cnc.edu) and for questions regarding ADA/Section 504/Title II please contact Brett Caskey at 970-675-3213 or [brett.caskey@cnc.edu](mailto:brett.caskey@cnc.edu). Reasonable accommodations are available. To request a reasonable accommodation, please contact Angela Miller, Human Resource Manager, at 970.675.3253 or [angela.miller@cnc.edu](mailto:angela.miller@cnc.edu). You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

#### Title IX/EO Coordinator

Name: Jennifer Rea  
Address: 500 Kennedy Drive, Rangely, CO 81648  
Phone: 970.675-3229

#### Deputy Title IX Coordinator

Name: Angela Miller  
Address: 500 Kennedy Drive Rangely, CO 81648  
Phone: 970.675.3235

#### Deputy EO Coordinator

Name: Angela Miller  
Address: 500 Kennedy Drive Rangely, CO 81648  
Phone: 970.675.3235

#### ADA/Section 504/Title II Coordinator

Name: Brett Caskey  
Address: 500 Kennedy Dr, Rangely CO  
Phone: 970.675.3213