



Office of Human Resources

125 College Drive, Casper WY 82601
307-268-2727 ... FAX 307-268-2065 www.caspercollege.edu

Applicant Data/Release

ALL applicants please complete this form
See opening announcement for complete application requirements

Date _____ Position _____

Full name _____
as it appears on your Social Security card

Address _____

City _____ State _____ Zip _____

Phone (H) _____ (W) _____ (C) _____

E-mail address _____

Alternate address _____ Phone _____

City _____ State _____ Zip _____

Additional contact information _____

Are you authorized to work in the United States? Yes _____ No _____

U.S. Military Service: Active duty dates _____ Branch _____ Duties _____

Were you ever dismissed from a position? Yes No If yes, please explain.

Were you ever convicted of a misdemeanor or felony? Yes No If yes, please explain including date, location and disposition.

**Equal Opportunity
Employment Policy**

Casper College is committed to the philosophy of equal opportunity in education and employment and does not discriminate with regard to race, color, sex, age, national origin, religion, disabilities, or military service. All applicants for employment and employees are given equal consideration based solely on job-related factors in all areas of personnel actions including, but not limited to, recruitment, selection, appointment, job assignment, training, promotion, salary increases, demotion, termination and fringe benefits.

Upon employment, you will be required to submit proof of your legal right to work in the United States. (I-9 form)

Employee/Applicant Acknowledgment and Release

- Submission of application materials with or without this form, gives the following authority to Casper College: permission to confirm by personal inquiry, or otherwise, information related to past employment, education or other applicable history, and releases from all liability or responsibility all persons, companies or organizations responding to such inquiries.
- I understand I may be subject to background checks at the discretion of the College.
- If I am employed by Casper College, I will comply with all rules and regulations set forth by the college.
- I certify that all answers to questions in this application including all submitted application materials are true and complete to the best of my knowledge. I understand that giving false information or misrepresenting facts may be grounds for denial of employment or discharge if hired.
- I hereby acknowledge that I have read and understand the above statements.

Date _____ Signature _____

For Office Use Only Received _____	Interview _____	Offer _____	Request # _____
Acknowledge _____	Interview _____	Start _____	Employee # _____