



Renton Technical College

Dear Applicant,

Thank you for your interest in Renton Technical College. We are extremely proud of the high quality of our entire staff. We have been able to develop this tradition because we take special care in selecting people to join us. Here are a few words about our application and selection process, including a timeline and some helpful hints to get you started. Best of luck in your career search.

Sincerely,

Glenda Mullowney
Human Resources Director

APPLICATION PROCEDURE

Applicants must apply for specific positions as they open. We do not hold resumes in anticipation of openings. Jobs are normally posted for ten days. Other positions may be "open until filled." In either case, it is important that you submit all the application material as soon as possible. The application will include: a RTC employment application, an application supplement, and a confidential affirmative action questionnaire. (Completing the affirmative action questionnaire is optional, however, it helps the Human Resources Office track the type of applicants we receive and where you learned of the opening. It is truly appreciated!)

Only complete applications will be reviewed by the screening committee. Candidates selected for interviews will be contacted during the day by telephone, so be sure that your daytime and message phone numbers are current.

Final selection will be based upon the criteria for the position we have open and the needs of the college. This set of criteria will be reviewed against the information you provide. Other screening items could include: completing questions on an application insert, a timed exercise, an interview, and reference checks.

TIMELINE

Unless the job is advertised as "open until filled," our review begins after the position has closed. We often receive many, many applications for a single position. And, although we try to work as quickly as possible, it can take us a few weeks to review all the applications we receive. It could be four weeks before we conduct interviews, and two to three months before a position is filled. All applicants will be notified of the outcome of positions for which they have applied.

HELPFUL HINTS

In addition to the hints we have already given, here are some more which are very important to successfully applying for any opening. Pay careful attention when completing the application. Furnish all the requested information. Any information about your training and experience which you wish to have considered needs to be reflected in your application package.

JOB LINE

Current openings are listed on RTC's job line. The job line is available twenty-four hours a day, and the number is (425) 235-2354. Our telecommunication device for the deaf (TTY) number is (425) 235-2359.

*Renton Technical College is an Affirmative Action/Equal Opportunity Employer
We encourage women, people of color, people with a disability, Vietnam era veterans, and disabled veterans to apply.*



Renton Technical College
 3000 N.E. Fourth Street
 Renton, WA 98056-4195
 www.rtc.edu

Employment Application

Personal Data

First Name	Middle	Last Name
Street Address	City	State Zip
Home Phone ()	Message Phone ()	Social Security No.
Are you legally eligible for employment in the United States? (If hired, you must complete an I-9.)		<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you been convicted of a felony within the last 7 years? (Conviction will not necessarily disqualify you from employment.)		<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you related to anyone now working for Renton Technical College?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, give name and relationship: _____		
Are you currently, or have you previously, been employed by a public sector employer in the State of Washington?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, give employer and dates of employment: _____		

Interest in Employment

Desired Position:
Are you able to perform the essential functions of this position, with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, give reason: _____
Please state why you feel you should be selected for this position: _____ _____ _____ _____ _____ _____ _____ _____

Equal Opportunity Employer

We consider applicants for all positions without regard to race, creed, religion, color, national origin, age, sex, sexual orientation, marital status, the presence of any physical, sensory, or mental disability, or status as a disabled or Vietnam-era veteran, in accordance with state and federal laws.

Renton Technical College complies with the Americans with Disabilities Act. We will provide assistance in the application and selection process to applicants with disabilities who request such assistance. Please contact us as early as possible regarding any assistance you may require.

Employment History

Please give accurate, complete, full-time and part time employment record. Start with your present or most recent employer, and, if needed, use a separate sheet to list additional employers.

1	Company Name	Telephone ()	
	Address	Employed - (State month and year) From To	Hours Worked Per Month
	Name of Supervisor	Pay per ____ month ____ year \$ ____ day ____ hour	
	State Job Title and Describe Your Work	Reason for Leaving	
2	Company Name	Telephone ()	
	Address	Employed - (State month and year) From To	Hours Worked Per Month
	Name of Supervisor	Pay per ____ month ____ year \$ ____ day ____ hour	
	State Job Title and Describe Your Work	Reason for Leaving	
3	Company Name	Telephone ()	
	Address	Employed - (State month and year) From To	Hours Worked Per Month
	Name of Supervisor	Pay per ____ month ____ year \$ ____ day ____ hour	
	State Job Title and Describe Your Work	Reason for Leaving	
4	Company Name	Telephone ()	
	Address	Employed - (State month and year) From To	Hours Worked Per Month
	Name of Supervisor	Pay per ____ month ____ year \$ ____ day ____ hour	
	State Job Title and Describe Your Work	Reason for Leaving	
5	Company Name	Telephone ()	
	Address	Employed - (State month and year) From To	Hours Worked Per Month
	Name of Supervisor	Pay per ____ month ____ year \$ ____ day ____ hour	
	State Job Title and Describe Your Work	Reason for Leaving	

Do not contact these employers unless I am to be offered the position. Employer Number(s):

Reason:

Education

Name of Institution	Major	Dates of Attendance	Degree or Credits Earned	Postgraduate Credits Earned
High School				

Professional or Civic Organizations (You may exclude those which disclose your race, color, religion or national origin.)

Organization	Dates of Membership	Offices Held

Honors and Awards

Title of Honor or Award	Date Given	Bestowing Organization

Licenses & Certificates (Please list any licenses you may have including any teaching, safety & industrial hygiene certificates)

Certificate or License	Issued By	Expiration Date
Driver's License		
First Aid		
CPR		

Trade & Industrial Apprentice Instructor Applicants

Occupational Title	Date You Reached Journey Level	Employer With Whom You Served Apprenticeship or Learning Period



Renton Technical College

Applicant Information Supplement (Optional)

Renton Technical College hereby reaffirms its policy to implement equal employment opportunity for all persons without regard to race, creed, religion, color, national origin, age, sex, sexual orientation, marital status, the presence of any physical, sensory, or mental disability, or status as a disabled or Vietnam-era veteran, in accordance with state and federal laws.

This information is to assist in our Affirmative Action Program. Completion of this form is optional and all information will be treated with complete confidentiality.

Name: _____ Social Security No.: _____

Birthdate: _____ Telephone: (____) _____

1. What race(s) or culture(s) do you consider yourself?

- Black/African-American (870)
- Caucasian/White (800)

Asian or Pacific Islander (API):

- Chinese (605)
- Filipino (608)
- Hawaiian (653)
- Korean (612)
- Samoan (655)
- Thai (618)
- Vietnamese (619)
- Asian Indian (600)
- Japanese (611)
- Cambodian (604)
- Laotian (613)
- Guamanian (660)

Other API (please identify below)

- American Indian (597)
- Eskimo (935)
- Aleut (941)
- Mexican, Mexican-American (722)
- Puerto Rican (727)
- Cuban (709)
- Other Spanish (print one group below, such as Colombian, Dominican, Nicaraguan, Spaniard, etc.)

Other Race (please indicate race or culture below)

If you are more than one race, please also check "Multi-Racial" below and indicate your preference for Affirmative Action purposes.

Multi-Racial _____
(Affirmative Action Preference)

2. Are you

- Male
- Female

I certify that this information is true and accurate to the best of my knowledge.

Date _____

Your Signature _____

3. Have you ever been on active duty in the U.S. Armed Forces?

- Yes Dates: _____
- No
- Vietnam-era Veteran
Did you serve in the Republic of Vietnam?
 Yes Dates: _____
 No
- Disabled Veteran [Percent of disability _____%]

4. Do you have a physical, sensory, or mental condition that substantially limits any of your major life functions, such as working, caring for yourself, walking, doing things with your hands, seeing, hearing, speaking, learning?

- Yes
- No

NOTE: If you mark "Yes," you will be identified as an individual who meets the affirmative action criteria for persons with disabilities. A detailed definition is reflected below.

5. Do you have a physical, mental, or other health condition that has lasted six (6) or more months and which limits the kind or amount of work you can do at a job?

- Yes
- No

NOTE: This question is included to maintain consistency with the federal census data. If you mark this question and do not answer 4 as "Yes", you will not meet the definition for persons with disabilities, since it states that the disability must be permanent.

**Please see next page for Affirmative Action definitions.*

In order to measure the effectiveness of our recruiting efforts, we would appreciate you indicating how you found out about the position for which you are applying, i.e., newspaper (please indicate name of publication), position announcement (posted where?), word of mouth, etc. Thank you.

Recruiting source: _____

Affirmative Action Definitions

American Indian or Alaskan Native.

A person with origins in any of the original peoples of North America and who maintains cultural identification through documented tribal affiliation or community recognition.

Asian or Pacific Islander.

A person with origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. For example, China, Japan, Korea, Pakistan, the Philippine Republic, and Samoa.

Black/African-American.

A person with origins in any of the Black racial groups of Africa.

Hispanic.

A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race. For example, persons from Brazil, Guyana, or Surinam would be classified according to their race and would not necessarily be included in the Hispanic category. This category does not include persons from Portugal, who should be classified according to race.

White/Caucasian.

A person with origins in any of the original peoples of Europe, North Africa, or the Middle East.

Disabilities.

For Affirmative Action purposes, people with disabilities are persons with a permanent physical, mental, or sensory impairment, which substantially limits one or more major life activities. Physical, mental, or sensory impairment means: (a) any physiological or neurological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the body systems or functions; or (b) any mental or psychological disorders such as mental retardation, organic brain syndrome, emotional or mental illness, or any specific learning disability. The impairment must be material rather than slight, and permanent in that it is seldom fully corrected by medical replacement, therapy, or surgical means.

Disabled veteran.

A person entitled to disability compensation under laws administered by the U.S. Department of Veteran Affairs for disability rated at 30 percent or more, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

Vietnam-era veteran.

A person who served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975, and was discharged or released from duty with other than a dishonorable discharge. Also, veterans who served in the Republic of Vietnam between February 28, 1961 and May 7, 1975.



RENTON TECHNICAL COLLEGE
3000 N.E. Fourth St.
Renton, WA 98056

Clerical Application Supplement

Name _____ Position applying for _____

Date _____ Social Security Number _____

Are you a current employee of RTC? Yes No

If yes, Full Time Part Time Permanent Temporary

Please list the two most recent jobs in which your responsibilities best prepared you for the position for which you are applying.

Employer _____ **Dates from** _____ **to** _____

Position held _____ **Duties** _____

Employer _____ **Dates from** _____ **to** _____

Position held _____ **Duties** _____

Business/Vocational School Training (Please list additional training on a separate sheet of paper.)

Name of Course	School	Dates (from & to)	Credits/Hours

Please indicate your experience in the following areas:

SKILL	YEARS	WPM	SKILL	YEARS
Keyboarding			Phones ___ multiline ___ receptionist	
Shorthand or Speedwriting			Filing	
Dictaphone			Cash Registers	
Data Entry			Cash Register Balancing	
			Accounting ___ payable ___ receivable	

Handling confidential materials _____

Secretarial/clerical responsibilities _____

Working with the public _____

Human relations training _____

Volunteer experience related to the job for which you are applying _____

Please describe your computer experience.

Computers ___ years Type : ___ IBM/IBM compatible ___ Macintosh

<u>Software Used</u>	Indicate level - beginning, intermediate or advanced	Years
<i>Word Processing</i>		
<i>Spreadsheets</i>		
<i>Other</i>		