

**HUTCHINSON COMMUNITY COLLEGE AND AREA VOCATIONAL SCHOOL**  
**1300 NORTH PLUM**  
**HUTCHINSON, KS 67501**  
**620-665-3522 FAX 620-728-8139 Web Site www.hutchcc.edu**

**HUTCHINSON COMMUNITY COLLEGE AND AREA VOCATIONAL SCHOOL IS AN  
EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER**

**RADIO KANSAS APPLICATION FORM**

Radio Kansas Web Site: [www.radiokansas.org](http://www.radiokansas.org)

**GENERAL INSTRUCTIONS**

Please complete the application thoroughly. Resumes may be attached to the application, but will not be accepted for a completed application. Please attach supplementary sheets with additional information, if needed. Please type or print using black ink.

**I. DATA**

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Social Security Number \_\_\_\_-\_\_\_\_-\_\_\_\_

Other names used \_\_\_\_\_ E-mail address \_\_\_\_\_

Present address \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_ May we contact you at work? \_\_\_\_\_

Permanent address \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Date available for employment, if hired: \_\_\_\_\_

For what position are you applying? \_\_\_\_\_

Have you previously applied for a position with HCC? \_\_\_\_\_ Date of application \_\_\_\_\_

Has your employment been terminated or have you been asked to resign from a position? \_\_\_\_\_

Have you been convicted of a felony? \_\_\_\_\_ If yes, date of felony \_\_\_\_\_

If you answered yes to either of the two previous questions, explain in detail. Attach a separate sheet, if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you legally authorized to work in the United States for purposes other than practical training? \_\_\_\_\_

Names, positions, and relationships of relatives working at HCC-AVS \_\_\_\_\_

## II. EDUCATION AND PROFESSIONAL TRAINING

Name and location of school	Did you graduate? List degree earned.	Major	Semester Hours	Minor	Semester Hours
<b>High School/G.E.D.</b>					
<b>College or University* (Undergraduate)</b>					
<b>Graduate Work* (Workshops, institutes, etc.)</b>					

## III. EMPLOYMENT EXPERIENCE

Begin with current or most recent employment.

Name and Address of Employer	Titles/Duties	From Mo./ Yr.	To Mo. /Yr.	Salary/Wage Per Month/Hour	Reason for Leaving
<u>Present Position:</u>					

**Fill out the following section only if you are applying for a secretarial or clerical position.**

Check the type(s) of work in which you have had experience or training. Please check only those that relate to the job for which you are applying.

Computer:

Word

\_\_\_\_\_

Keyboarding WPM

\_\_\_\_\_

Excel

\_\_\_\_\_

Date of last keyboarding test: \_\_\_\_\_

Access

\_\_\_\_\_

Telephone Operator

\_\_\_\_\_

FrontPage

\_\_\_\_\_

Inserting Machine

\_\_\_\_\_

Publisher

\_\_\_\_\_

Folding Machine

\_\_\_\_\_

**IV. OTHER EXPERIENCE AND RELATED INFORMATION**

**OTHER JOB RELATED QUALIFICATIONS** (Please list any other training or experience that is relevant to this position.)  
**PROFESSIONAL ORGANIZATIONS** (Please list the highest offices held and do not list those that reveal age religion, etc.)


Do you listen to Radio Kansas? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, what programs do you listen to most frequently?


Briefly describe your reasons for wanting to work for RADIO KANSAS, especially as they relate to this position.


## V. STATEMENT OF PHILOSOPHY OF THE ROLE OF PUBLIC RADIO

PLEASE STATE YOUR PHILOSOPHY BRIEFLY AND CLEARLY. DISCUSS PUBLIC RADIO AND ITS ROLE IN OUR SOCIETY. BE SPECIFIC AS TO THE ROLE OF RADIO KANSAS IF YOU WISH.

The information stated on this application is true. I am not aware of purposeful omissions or false statements. I understand that falsifying information may cause disqualification, or dismissal from employment, if hired. I understand that unless this application is completed in detail it will not be considered. I agree to furnish, at my expense, the results of a recent (less than 30 days) physical examination if required by the employing department supervisor. If employed I agree to furnish additional information (photograph, age, race, etc.) as required by governing agencies.

Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Mail application and transcripts to:

**Human Resources Office, Student Union  
Hutchinson Community College and Area Vocational School  
1300 North Plum  
Hutchinson, Kansas 67501  
620-665-3522**

**INTERVIEWS BY APPOINTMENT ONLY**

**VII. REFERENCES**

Please list four references. Do not list relatives. Please list employers who know your work capabilities, or professors who can attest to your abilities.

Name	Title	Business Address (Street, City/State, Zip)	Business Phone Number & Business E-Mail Address

I give my permission for a reference/background check, and I understand that consideration for employment may be contingent on the results of this check. The reference/background check is performed by Hutchinson Community College and Area Vocational School employees to investigate the truthfulness of the statements on the application by contacting former employers, listed references, and other individuals who can verify information. The results may be discussed with other HCC & AVS employees involved with the hiring process.

Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_