

General Information

1. Before you begin to complete the online application you will need the following information
 - Identification: name, address, telephone number, e-mail address, driver's license number.
 - Education: school(s) attended, address, telephone number, number of hours completed and/or degree (if applicable).
 - Employment History: title, employment dates, company name and address, telephone number, supervisor's name and contact information, reason for leaving.
 - Professional References: references to include name, address, telephone number and e-mail address. Remember, professional references are former supervisors, co-workers or business contacts who can provide experience-driven information as to what we can expect from you as an employee. List references who are ***not*** related to you.
 - Skills: special training, licenses, foreign languages, computer/office skills, special equipment skills or qualifications.
 - Additional Information: The following is a sample list of areas that applicants may want to include - professional memberships/organizations, professional awards, published works, professional development, lectures and presentations.
 - Felony and Misdemeanor Convictions and Felony Charges Pending: All felony and misdemeanor convictions and felony charges pending must be disclosed, including dates and offense (a conviction may or may not have resulted in confinement. A record of conviction is not an automatic bar to employment).

2. The application process involves
 - completing and saving your online application
 - submitting an online application and attaching all required documents to be considered for advertised positions.
 - You can upload and attach documents in these formats:
 - Microsoft® Word® or similar word-processing (.doc, .docx, .rtf, .rtx)PDF
 - Plain text, such as from Notepad (.txt)
 - Microsoft Excel® (.xls, .xlsx)
 - Graphics (.tiff, .tif, .jpeg, .jpg, .jpe, .png)
 - Video (.flv, .mov)
 - The system cannot accept audio, PowerPoint, Visio, web pages, or bitmap (.bmp) files. Some files may be too large to upload and should be no more than 9 MB in size.

3. Creating an application is only a part of the application process
 - Read over the position information carefully. To be considered for a position you must submit your application and all required documentation for a specific position.

4. Don't forget

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- Once you apply for a position, you cannot edit your application for that position. Edits are only for future positions for which you apply.
 - Kellogg Community College does not accept paper applications for any posted vacancies. If you do not attach all required documents during the application process, you will not be considered for the position.
 - An email address is required to complete the application process.
 - Kellogg Community College conducts background checks on finalists.
5. If you have questions or require assistance in completing the online application, please contact Human Resources at hr@kellogg.edu or 269 565-2074.