

## **KEYS TO COMPLETING THE STATE OF NEW HAMPSHIRE APPLICATION FOR EMPLOYMENT FORM**

Applications are reviewed for minimum qualifications once the job announcement has closed. All qualifying education and experience must be illustrated on your application.

- ✚ **CAREFULLY READ THE JOB ANNOUNCEMENT.** Job announcements contain special instructions and/or requirements, including minimum qualifications and supporting documents that may be required, such as transcripts, cover letters, etc.
- ✚ **ILLUSTRATE HOW YOUR BACKGROUND MEETS THE SPECIFIC REQUIREMENTS.** The application form itself must convey how you meet the minimum qualifications listed in the job announcement. If you require additional space, supplemental pages may be placed inside the application form. Thoroughly explain your qualifying experience in the “EXPERIENCE – WORK HISTORY” section.
- ✚ **LIST EACH JOB SEPARATELY.** Do not group jobs together even if they were with the same employer. Include all relevant experience whether it was paid or unpaid.
- ✚ **AVOID JARGON OR ACRONYMS.** Convey information in commonly used terms to keep the message clear.
- ✚ **COMPLETE ALL SECTIONS OF THE APPLICATION FORM.** Ensure all sections have been completed. Provide an actual number for the “hours worked per week” section. Do not put “varies”, as you will not get credit for that job. List jobs that are relevant to the position for which you are applying.
- ✚ **MAKE IT LEGIBLE.** Although it is not a requirement that applications are typed, they do need to be legible.
- ✚ **TRANSCRIPTS:** If the position requires Post Secondary education or you have Post Secondary education, official transcripts or a photocopy of official transcripts **MUST** accompany the application. Unofficial transcripts will not be accepted.
- ✚ **SIGN AND DATE THE APPLICATION FORM.** Your application will not be accepted without an original signature and the current date. Photocopies will be accepted provided that applications reflect original signatures and dates.
- ✚ **MAKE A COPY OF YOUR COMPLETED APPLICATION PACKET.** You may want to refer to the copy when preparing an application in the future or in the event that your original packet is misplaced.

### **SUBMIT YOUR APPLICATION TO:**

NHTI, Concord's Community College  
ATTN: Human Resources  
31 College Drive  
Concord NH 03301-7412

**NOTE: Applications must be RECEIVED by the closing date.**

### **CLERY ACT**

Below is a link to Campus Safety's 2009 Annual Security Report findings:  
<http://www.nhti.edu/campuslife/campussafetysecurityreport.pdf> .

The Annual Security Report is available by October 1<sup>st</sup> of each year. This report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by the NHTI, Concord's Community College; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes College policies concerning campus security, such as policies concerning sexual assault and other matters.

You can obtain a paper copy of this report by contacting NHTI's Campus Safety Department (phone: 603.271.6310) or by accessing the following website: <http://www.nhti.edu/campuslife/campussafety.html> .