

Middle Initial

ONE UNIVERSITY PLAZA • CAPE GIRARDEAU, MISSOURI 63701
PHONE - (573) 651-2206
(Please print in black ink or type)

Southeast Missouri State University™

APPLICATION FOR EMPLOYMENT

An Affirmative Action/Equal Opportunity Employer

Type of work desired:

<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Both
<input type="checkbox"/> Regular Employment	<input type="checkbox"/> Temp. Employment	
<input type="checkbox"/> Periodic, Non-Continuous, Temp. Employment		
<input type="checkbox"/> Any Available Employment		

Date _____

POSITION DESIRED _____

First

Name _____
(last) (first) (middle)

Present Address _____
(street) (city) (state) (zip)

Email Address _____

Telephone Work: _____ Home: _____ Cell: _____

Referred by _____

Last

Have you ever been convicted of a crime other than a minor traffic violation? _____ (Disclosure of a criminal record will not necessarily disqualify you from employment consideration. Each offense will be evaluated on its own with respect to time, circumstance and seriousness in relationship to the job for which you are applying.) If yes, explain _____

NAME

Are you related to anyone employed by the University? Yes No If yes, state name and department _____

If selected for employment, will you be legally employable on the date employment is scheduled to begin? Yes No
(Employment eligibility will be verified in accordance with the Immigration Reform and Control Act)

EDUCATION

Circle Highest Grade Completed	GED Yes / No	HIGH SCHOOL 9 10 11 12	VOCATIONAL/TRADE SCHOOL 1 2	COLLEGE 1 2 3 4 5 6
HIGH SCHOOL NAME		COURSE OR MAJOR SUBJECT		DID YOU GRADUATE?
ADDRESS				<input type="checkbox"/> YES
				<input type="checkbox"/> NO
COLLEGE NAME		COURSE OR MAJOR SUBJECT		GRADUATE?
ADDRESS				<input type="checkbox"/> YES
				<input type="checkbox"/> NO
OTHER COURSE OF STUDY NAME				GRADUATE?
ADDRESS				<input type="checkbox"/> YES
				<input type="checkbox"/> NO
DEGREE ATTAINED				
DEGREE ATTAINED				

MILITARY SERVICE

ARE YOU A VETERAN? <input type="checkbox"/> YES <input type="checkbox"/> NO	DATES OF SERVICE From To	HONORABLY DISCHARGED? <input type="checkbox"/> YES <input type="checkbox"/> NO	BRANCH OF SERVICE
WHAT SPECIAL SKILLS DID YOU ACQUIRE IN SERVICE THAT ARE APPLICABLE TO THE POSITION FOR WHICH YOU ARE APPLYING?			

EMPLOYMENT RECORD

(Present and Past Employment - Go back up to ten years - Most Recent First - If additional space is needed, please attach separate sheet.)

FIRM NAME		KIND OF BUSINESS
ADDRESS AND PHONE NUMBER OF FIRM		DATES EMPLOYED FROM _____ TO _____
YOUR TITLE	NAME OF SUPERVISOR	MAY WE CONTACT FOR REFERENCES? <input type="checkbox"/> YES <input type="checkbox"/> NO
DESCRIBE YOUR DUTIES		
		REASON FOR LEAVING

FIRM NAME		KIND OF BUSINESS
ADDRESS AND PHONE NUMBER OF FIRM		DATES EMPLOYED FROM _____ TO _____
YOUR TITLE	NAME OF SUPERVISOR	MAY WE CONTACT FOR REFERENCES? <input type="checkbox"/> YES <input type="checkbox"/> NO
DESCRIBE YOUR DUTIES		
		REASON FOR LEAVING

FIRM NAME		KIND OF BUSINESS
ADDRESS AND PHONE NUMBER OF FIRM		DATES EMPLOYED FROM _____ TO _____
YOUR TITLE	NAME OF SUPERVISOR	MAY WE CONTACT FOR REFERENCES? <input type="checkbox"/> YES <input type="checkbox"/> NO
DESCRIBE YOUR DUTIES		
		REASON FOR LEAVING

List all valid occupational licenses you hold, list machines you operate, list any type of specialized training, skill or ability. _____ _____ _____ _____	Check/list all software in which you are familiar: <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;"><u>Word Processing</u></td> <td style="text-align: center;"><u>Spreadsheet</u></td> <td style="text-align: center;"><u>Data base</u></td> </tr> <tr> <td>_____ Microsoft Word</td> <td>_____ Excel</td> <td>_____ Access</td> </tr> <tr> <td>_____ Word Perfect</td> <td>_____ Lotus</td> <td>_____ D-Base</td> </tr> </table> Other Software: _____ _____	<u>Word Processing</u>	<u>Spreadsheet</u>	<u>Data base</u>	_____ Microsoft Word	_____ Excel	_____ Access	_____ Word Perfect	_____ Lotus	_____ D-Base
<u>Word Processing</u>	<u>Spreadsheet</u>	<u>Data base</u>								
_____ Microsoft Word	_____ Excel	_____ Access								
_____ Word Perfect	_____ Lotus	_____ D-Base								
Microsoft test results: (Human Resources Completes) Word: _____ Excel: _____ Access: _____ PowerPoint: _____	Tested Keyboarding: (Human Resources Completes) Gross WPM: _____ Errors: _____ Net WPM: _____ Date of test: _____									

PROFESSIONAL REFERENCES (Not Relatives)

Name	How They Know You	Address	Phone

I certify that the above statements are correct, and if employed, understand that any false information in this application will be sufficient grounds for termination. I further agree that all policies, procedures, and regulations authorized by the Board of Regents shall constitute a part of my appointment or employment. I understand that the University will conduct a complete criminal background check and I authorize the University to do so. I understand that if offered employment, it is contingent upon the outcome of the background investigation as it relates to my suitability for the employment I seek. I further authorize the University to check all information contained on the application or discovered through the application process. I hereby and forever release from any liability former employers and others who provide reference information and assessments of my work history. I further authorize educational institutions and schools to provide my education credentials if asked by Southeast Missouri State University.

Signature _____ Date _____