



MISSOURI WESTERN STATE UNIVERSITY

Application for Employment

POSITION APPLYING FOR: _____

You must fill out all sections of this application completely and honestly. This information will be used to determine your eligibility for this position. All application materials become the property of Missouri Western State University and will not be returned.

You must meet all of the minimum qualifications for the position(s) you are applying for in order to be considered.

PERSONAL INFORMATION

Name (Last, First, Middle Initial)		Today's Date
Address (Street, City, State, Zip Code)		
Home Phone Number () ()	Work Phone Number () ()	May we contact you at work? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you now or have you been employed by Missouri Western State University? <input type="checkbox"/> Yes <input type="checkbox"/> No List dates and department(s):		
Are you related to anyone currently employed by Missouri Western State University OR now serving on the Board of Governors? <input type="checkbox"/> Yes <input type="checkbox"/> NO List Name and relationship:		
How did you find out about this job opening? <input type="checkbox"/> MWSU Web site <input type="checkbox"/> Human Resources Office <input type="checkbox"/> University Employee <input type="checkbox"/> Newspaper (Identify) _____ <input type="checkbox"/> Other _____		
Are you authorized to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If employed, you must show documents that prove your identity and employment eligibility as required by the Immigration Reform and Control Act of 1986.</i>		
Have you ever been convicted of a crime other than a minor traffic violation? <input type="checkbox"/> Yes, please explain below <input type="checkbox"/> No (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 in which you are applying).		

EDUCATION & SKILLS

Please list all education. Indicate a diploma or degree, if completed, including GED if obtained.

Circle Highest Grade Completed	High School 9 10 11 12	Vocational/Trade School 1 2	College/University 1 2 3 4 5 6
High School			Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address			
College/University	List Diploma or Degree		Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address			
Other Course of Study Name	List Diploma or Degree		Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address			
OFFICE/COMPUTER SKILLS Please check all boxes that apply and then indicate in the lines below the type of computer software used. Please indicate number of years experience and/or any relevant training completed.			
<input type="checkbox"/> Microsoft Word _____ <input type="checkbox"/> Power Point _____ <input type="checkbox"/> Typing _____ wpm <input type="checkbox"/> Excel _____ <input type="checkbox"/> SCT/Banner _____ <input type="checkbox"/> E-mail Applications _____ <input type="checkbox"/> Missouri Public Safety Department P.O.S.T. Certified (Public Safety Only) <input type="checkbox"/> Other, explain below _____			
List technical or specialized skills/credentials relevant to this job, including certifications, professional licenses, and knowledge of other computer software not listed above.			

EMPLOYMENT HISTORY: List ALL relevant employment *starting with the most current position held*, including any volunteer experience or experience obtained in military service. Supplemental sheets are available if you need extra space. Please explain gaps in employment history. You may attach a resume, *but you must complete the employment section*. This information will be used in reference checks. Failure to answer all items in the following section may eliminate you from further consideration.

Dates Employed (month/year) From: _____ To: _____ Salary Start: \$ _____ Final: \$ _____		Position Title	
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time, hrs/wk _____		Organization Name/Address	
Supervisor's Name/Title/Phone: _____		May we contact for references <input type="checkbox"/> Yes <input type="checkbox"/> No	Reason For Leaving:
Duties:			
Dates Employed (month/year) From: _____ To: _____ Salary Start: \$ _____ Final: \$ _____		Position Title	
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time, hrs/wk _____		Organization Name/Address	
Supervisor's Name/Title/Phone: _____		May we contact for references <input type="checkbox"/> Yes <input type="checkbox"/> No	Reason For Leaving:
Duties:			
Dates Employed (month/year) From: _____ To: _____ Salary Start: \$ _____ Final: \$ _____		Position Title	
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time, hrs/wk _____		Organization Name/Address	
Supervisor's Name/Title/Phone: _____		May we contact for references <input type="checkbox"/> Yes <input type="checkbox"/> No	Reason For Leaving:
Duties:			

PLEASE READ CAREFULLY AND SIGN – My signature below certifies that all answers given in this application are complete and correct to the best of my knowledge. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand if I am employed as a non-exempt employee, I will be employed “at will”, which means that either the University or the employee can terminate employment at any time. Nothing contained in this application form should be interpreted as a contract.

APPLICANT’S SIGNATURE: _____ DATE: _____

NOTICE OF NONDISCRIMINATION - Per Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, the University does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, disability, or status as disabled veteran or veteran of the Vietnam Era. Any person having inquiries concerning Missouri Western State University compliance with these regulations is encouraged to contact the campus Affirmative Action representative. **INFORMATION AVAILABLE** – MWSU makes available to applicants a security report of crimes that occurred on campus over the previous three years. For a copy of this report, contact Public Safety at 816-271-4438 or access their web site at: <http://www.missouriwestern.edu/safetyreport>