



Southeastern Oklahoma State University

Application for Employment

Return to: SE Office of Human Resources 1405 N 4th Avenue, Box 4016 Durant, OK 74701-0609
 or take to **Administration Building, Room 309** or email to hr@se.edu
Applications will remain active for 90 days.

Please type or print in ink

Last name as shown on Social Security Records		First	Middle
Address		City, State, Zip	
Home Phone	Work Phone	Email	Do you have a current driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you legally entitled to work in the United States? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>Documentation of your identity and employment eligibility must be provided upon hire as required by the Immigration Reform and Control Act of 1986.</i>		Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Type position preferred: <input type="checkbox"/> Office/Clerical <input type="checkbox"/> Custodial/Housekeeping <input type="checkbox"/> Technical/Paraprofessional <input type="checkbox"/> Service/Maintenance <input type="checkbox"/> Skilled Crafts	Type of employment desired: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary	List any specific position you wish to be considered for, in addition to being placed in the applicant pool: _____	
Have you ever been convicted for any violation of the law other than for minor traffic violations? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please explain)			
A conviction record in and of itself will not necessarily bar an application from employment.			

EDUCATION

School	Name of School	Course of Study	No. of Years Completed	Did you graduate? Month/ Year	Hours/Degree or Diploma
High School or GED					
Business/Trade/ Technical					
College					
Graduate					

If you have had military experience, you are encouraged to list any job skills you acquired which could help you qualify for SOSU jobs.

Where did you hear of this opening? Job Board Website Word of Mouth Campus Distribution

Publication, please list _____

Do you have any relatives employed at SE? Yes No _____
(Name, Relationship, and Department)

Southeastern Oklahoma State University in compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial aid, and educational services.

EMPLOYMENT EXPERIENCE Please list all prior employment beginning with current or most recent employment first.

If necessary, you may attach additional sheet with employment history.

May we contact your present employer? **Yes** **No** **NAME:** _____

Employer: _____	Telephone/Email: _____
Employer's Address: _____	
Immediate Supervisor: _____	Title: _____
Your Title/Rank: _____	Department: _____
Temporary Part Time Full Time	Starting Salary: _____ Last or Present Salary: _____
Date Employed: <i>Month</i> <i>Year</i>	Date Separated: <i>Month</i> <i>Year</i>
Specific Duties: _____	
Reason for Leaving: _____	

Employer: _____	Telephone/Email: _____
Employer's Address: _____	
Immediate Supervisor: _____	Title: _____
Your Title/Rank: _____	Department: _____
Temporary Part Time Full Time	Starting Salary: _____ Last or Present Salary: _____
Date Employed: <i>Month</i> <i>Year</i>	Date Separated: <i>Month</i> <i>Year</i>
Specific Duties: _____	
Reason for Leaving: _____	

Employer: _____	Telephone/Email: _____
Employer's Address: _____	
Immediate Supervisor: _____	Title: _____
Your Title/Rank: _____	Department: _____
Temporary Part Time Full Time	Starting Salary: _____ Last or Present Salary: _____
Date Employed: <i>Month</i> <i>Year</i>	Date Separated: <i>Month</i> <i>Year</i>
Specific Duties: _____	
Reason for Leaving: _____	

Employer: _____	Telephone/Email: _____
Employer's Address: _____	
Immediate Supervisor: _____	Title: _____
Your Title/Rank: _____	Department: _____
Temporary Part Time Full Time	Starting Salary: _____ Last or Present Salary: _____
Date Employed: <i>Month</i> <i>Year</i>	Date Separated: <i>Month</i> <i>Year</i>
Specific Duties: _____	
Reason for Leaving: _____	

CONTINUED EMPLOYMENT EXPERIENCE

NAME: _____

Employer: _____	Telephone/Email: _____
Employer's Address: _____	
Immediate Supervisor: _____	Title: _____
Your Title/Rank: _____	Department: _____
Temporary Part Time Full Time	Starting Salary: _____ Last or Present Salary: _____
Date Employed: <i>Month</i> _____ <i>Year</i> _____	Date Separated: <i>Month</i> _____ <i>Year</i> _____
Specific Duties: _____	

Reason for Leaving: _____	

Employer: _____	Telephone/Email: _____
Employer's Address: _____	
Immediate Supervisor: _____	Title: _____
Your Title/Rank: _____	Department: _____
Temporary Part Time Full Time	Starting Salary: _____ Last or Present Salary: _____
Date Employed: <i>Month</i> _____ <i>Year</i> _____	Date Separated: <i>Month</i> _____ <i>Year</i> _____
Specific Duties: _____	

Reason for Leaving: _____	

Employer: _____	Telephone/Email: _____
Employer's Address: _____	
Immediate Supervisor: _____	Title: _____
Your Title/Rank: _____	Department: _____
Temporary Part Time Full Time	Starting Salary: _____ Last or Present Salary: _____
Date Employed: <i>Month</i> _____ <i>Year</i> _____	Date Separated: <i>Month</i> _____ <i>Year</i> _____
Specific Duties: _____	

Reason for Leaving: _____	

REFERENCES

<u>Name:</u> _____
<u>Address:</u> _____
<u>Telephone and Email:</u> _____

<u>Name:</u> _____
<u>Address:</u> _____
<u>Telephone and Email:</u> _____

<u>Name:</u> _____
<u>Address:</u> _____
<u>Telephone and Email:</u> _____

SKILLS INVENTORY Indicate the number of years and months of experience or training you have had in each area below:

SKILLS LISTED ON THIS SKILLS INVENTORY SHEET SHOULD ALSO BE REFLECTED ON THE EMPLOYMENT EXPERIENCE PAGE OF YOUR APPLICATION

CLERICAL SKILLS			TECHNICAL SKILLS		
	Years	Months		Years	Months
Accounting/Bookkeeping	_____	_____	Audio Visual	_____	_____
Data Entry	_____	_____	Computer Programming	_____	_____
Editing	_____	_____	Computer Repair/Maintenance	_____	_____
Filing	_____	_____	HTML	_____	_____
Library	_____	_____	Television Broadcasting	_____	_____
Notary	_____	_____	Web-Based Skills	_____	_____
Payroll/Personnel Records	_____	_____	List Others _____		
Receptionist	_____	_____	Laboratory:		
Technical Typing	_____	_____	Analysis Techniques _____		
Telephone Sales	_____	_____	Equipment Used _____		
Teller	_____	_____	Relevant Science Classes _____		
List Other _____			SERVICE/MAINTENANCE SKILLS		
Computers:			Custodial Services:	Years	Months
IBM Compatible	_____	_____	Chemical Knowledge	_____	_____
Macintosh	_____	_____	Commercial Cleaning	_____	_____
Mainframe	_____	_____	Stripper/Waxer/Buffer	_____	_____
List Other _____			Mechanical:		
Machines:			Heavy Equipment Diesel	_____	_____
Dictaphone	_____	_____	Small Engine	_____	_____
FAX	_____	_____	Maintenance:		
Multi-line Telephone	_____	_____	Building	_____	_____
Photo Copier	_____	_____	Grounds/Lawn	_____	_____
10-Key	_____	_____	SKILLED CRAFTS	Years	Months
PC Printer	_____	_____	Blueprint Reading	_____	_____
Scanners	_____	_____	Carpenter	_____	_____
Voice Mail	_____	_____	Electrician	_____	_____
List Other _____			Electronics	_____	_____
Software:			Heavy Equipment	_____	_____
Access	_____	_____	HVAC	_____	_____
E-Mail	_____	_____	Painter	_____	_____
Excel	_____	_____	Plumber	_____	_____
FoxPro	_____	_____	Rofer	_____	_____
FrontPage	_____	_____	Water Treatment	_____	_____
Internet	_____	_____	Welder	_____	_____
LOTUS	_____	_____	Equipment Repair	_____	_____
Mac OS	_____	_____	List any other applicable licenses, certificates, registrations or permits:		
Microsoft Windows OS	_____	_____			
Outlook	_____	_____	Have you supervised or directed the work of others?		
Publisher	_____	_____	Indicate length of Time:		
PageMaker	_____	_____	_____		
PowerPoint	_____	_____			
Visual Studio	_____	_____	Number of persons: _____		
Word	_____	_____			
WordPerfect	_____	_____			
List Other _____					

I understand the misrepresentation of fact in this application will be sufficient grounds for termination of my employment or cancellation of job offer without notice anytime hereafter. I specifically authorize Southeastern Oklahoma State University (SOSU) to investigate my background, including any and all references available, criminal, and other judicial records, where applicable to the position for which I am applying and consistent with applicable law. I authorize SOSU to use all legal means at its disposal to assess my suitability for employment. I make this authorization in return for SOSU's consideration of me for employment, and I specifically release and hold SOSU harmless for any and all liabilities arising out of its investigation of my application for employment.

DATE

SIGNATURE OF APPLICANT (Read above statement before signing)

VOLUNTARY INFORMATION REQUEST: NOT TO BE USED IN HIRING DECISIONS

Equal Employment Opportunity Information Request

As a government contractor, Southeastern Oklahoma State University is subject to Executive Order 11246, as amended which requires government contractors to take affirmative action in the employment process. We request your VOLUNTARY completion of the following questionnaire to be used ONLY for the purpose of monitoring the success of our Affirmative Action Plan. This information will not be used to discriminate against or to show preference for any application in the hiring decision.

Position _____ **Department** _____

NAME: _____ **GENDER:** [] M [] F
Print/Type Last First Middle Initial

CITIZENSHIP: United States [] Yes [] No **Other Country:** _____

Race/Ethnic Data (Select only one):

- Hispanic or Latino**
A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- Native American Indian or Alaska Native (Not Hispanic or Latino)**
A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- Asian (Not Hispanic or Latino)**
A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- African American or Black (Not Hispanic or Latino)**
A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)**
A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White or Caucasian (Not Hispanic or Latino)**
A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Two or More Races (Not Hispanic or Latino)**
All persons who identify with more than one of the above five races.
- I do not wish to enter voluntary self-identification EEOC information.**

Do you qualify as a Vietnam Veteran? [] Yes [] No

Any veteran of the US armed services who served on active duty for at least 180 days, any part of which occurred between February 28, 1961, and May 7, 1975, and was discharged or released therefrom with other than a dishonorable discharge, or was discharged or released from active duty for a service-connected disability if any part of such active duty was performed between August 5, 1964, and May 7, 1975.

Please indicate how you learned of this opening:

(Name of publication, journal, employment service, etc.)

PLEASE FOLD, STAPLE OR TAPE THIS FORM & MAIL TO THE POSTAGE PAID ADDRESS ON THE OPPOSITE SIDE.
Please do not glue.

An Equal Opportunity, Affirmative Action Employer, Educator, and Contractor.