

HARRIS-STOWE STATE UNIVERSITY An Equal Opportunity/Affirmative Action Employer APPLICATION FOR EMPLOYMENT (Please Print or Type)

Rev. 10/07

PERSONAL INFORMATION		Date		
Name:			010	- NT 1
Last	First	Middle Initial	Social Secur	ity Number
	Telephone:	If alien, ind visa type		nber
Present Address:			2	
Number & Street		City	State	Zip Code
Position(s) Sought: (1)		(2)		
Minimum salary de	sire		Full Time	Part Time
Would you consider positions other	han those indicated? Yes] No Date availab	le for Employment:	
Would you work: Days	Evenings Nights	Weekends	Summer On	ly
Are you, or have you ever been emp	oyed at Harris-Stowe State	University? Yes	No	
If yes: when:	In what division:	Name	at time of separation	1:
Have you in the past completed a Ha	rris-Stowe State University	Application for Emplo	yment? Yes	No
If yes, when:	Name a	t time of application:		
Were you referred to Harris-Stowe S	tate University by:			
Own Accord Advertisement	University Employe	e Employmer	nt Service HS	SU Web Site
Do you have relatives who are current	ntly employed at Harris-Stov	ve State University?	Yes No	
If yes, please indicate his/her name,	relationship, and University	division.		
Relative's Name	Relationship)	University	Division
Have you ever been convicted of a st	ate or federal misdemeanor	or felony that could be	relevant to this job	application?

Yes No

If you check "Yes" you will be asked for further information if you are under consideration to become a finalist for this position.

MILITARY INFORMATION -- U.S. Military Service Only

Branch	Date Enter	red	Date separated or made inactive			Present or	last rank
Special training received				Туре с	of duties performed		
Are you now YES	in reserves? NO	D	o you participate in yearly training camp or cruise? YES NO		For	how long a period?	In what month?

EDUCATION AND TRAINING INFORMATION

	Name & location Of School	Dates Attended	Diploma Or Degree	Major Field Of Study
High School		-		
Business, Trade, Secretary, Etc.		-		
College		-		
Post Graduate		-		

What additional special courses (vocational, business. correspondence) have you taken?_____

What special skills do you have (including skills in operation of office machines)?
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Are you registered or licensed for any	profession, skill, or trade? Yes No	
If yes, indicate type	Licensed No	State
Year attained	Expiration date	
TEST RESULTS—To be complete	ed by the Human Resources Department	
1. Typing: Gross per minute	Number of errors	Net words per minute
2		
3		

EMPLOYMENT HISTORY—List in order with most recent employer first. Please print or type.

1. Company Information	Date Of Employment	Position Title	Last Rate Of Pay	Reason For Leaving
Name Address Phone Supervisor	From To Describe Responsibilities:			Voluntary Involuntary Reason:

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Additional comments:

THANK YOU FOR YOUR INTEREST IN EMPLOYMENT AT HARRIS-STOWE STATE UNIVERSITY

I understand that my employment at Harris-Stowe State University cannot be finalized until the following documents have been received and accepted by the University: (1) my criminal background check document, (2) my academic credentials verification documents, (3) my employee reference documents, and (4) all other documents that might be required by the University to support any other employment-related claims that I have cited in my employment application papers. I understand also, that any falsification of documents by me will result in the immediate termination of my employment at the University.

I authorize full disclosure to any inquiries by Harris-Stowe State University in connection with this application. If I should be hired, I further agree to abide by all rules and regulations in effect at the time of my employment or subsequently initiated.

Name of Applicant

Date

It is the policy of Harris-Stowe State University to prohibit discrimination against any person because of race, creed, sex, color, age, religion, national origin, ancestry, handicap, or sexual orientation. The University, through its employment practices and procedures, seeks and employs qualified personnel for all its diverse activities and will provide equal opportunities during employment by administering each and every phase of its personnel program in accordance with all applicable laws.

This page to be completed by—The HUMAN RESOURCES DEPARTMENT

REFERRAL RECORD:

DATE	DEPARTMENT	DEPARTMENTAL INTERVIEWER	POSITION	SUG. RATE	POSITION OFFERED	POSITION NOT OFFERED	COMMENTS

REFERENCE VERIFICATION:

PREVIOUS EMPLOYER	DATES OF EMPLOYMENT	POSITION	RATE OF PAY	REASON FOR LEAVING					
1.	Comments:	Comments:							
2.	Comments:	Comments:							
		1	1	1					
3.	Comments:								
4.	Comments:								
1.									

RELEVANT EDUCATION/LICENSE VERIFICATION:

Comments: