APPLICATION for EMPLOYMENT

Please let us know if you require assistance with any part of the application process.

MSSU is an Equal Opportunity Employer.

Applicants will receive consideration without regard to race, creed, religion, color, gender, age, national origin, disability, or veteran status.

MSSU provides a payroll direct deposit program to its employees at no charge. All employees are required to participate.

MISSOURI SOUTHERN STATE UNIVERSITY™

Human Resources Office
Hearnes Hall, Room 217
3950 E. Newman Road
Joplin, MO 64801
(417) 625-9527

For complete job listings view our website: www.mssu.edu/hr

Applicants for employment may visit http://www.mssu.edu/offices/police/campus-security-act.php to view the Jeanne Clery Disclosure of Campus Security Policy which details MSSU policies and statistics about campus crime. A paper copy of this information is available upon request to the University Police Department at 417.626.2222.
APPLICANT INFORMATION

PLEASE PRINT OR WRITE CLEARLY

Social Security Number

Last Name       First       Middle

Street Address

City                State               Zip

(Area Code) Home Telephone    (Area Code) Alternate or Cell Phone    (Area Code) Business Telephone

• POSITION or SPECIALTY DESIRED (circle all that apply)
  1. Full Time       Temporary       Day Shift
     Part Time       Summer Only       Evening Shift
     Night Shift

• DATE AVAILABLE TO BEGIN WORK:

• HOW DID YOU LEARN ABOUT THIS JOB? Job Service Office     MSSU Employee (specify)
  Advertisement     Internet Website     Walk-In     Other (specify)

  MSSU Employee

  Other

• HAVE YOU EVER BEEN PREVIOUSLY EMPLOYED BY MSSU? YES  NO
  If YES, Dates

    Position(s) Held

• ANY RELATIVES OR FRIENDS EMPLOYED BY MSSU? YES  NO
  If YES, Name(s)

    Relationship(s)

• ARE YOU A CITIZEN OF THE UNITED STATES, OR OTHERWISE LAWFULLY ELIGIBLE FOR EMPLOYMENT IN
  THE UNITED STATES? YES  NO

• HAVE YOU ATTENDED SCHOOL OR BEEN EMPLOYED UNDER ANOTHER NAME? YES  NO
  If YES, Please specify

• HAVE YOU EVER BEEN CONVICTED OF A FELONY WHICH HAS NOT BEEN ANNULLED, EXPUNGED, OR
  SEALED BY A COURT? YES  NO
  If YES, please explain. (Conviction will not necessarily preclude employment)
EDUCATION

<table>
<thead>
<tr>
<th>FIELD(S) OF STUDY</th>
<th>YRS.</th>
<th>DEGREE OR CERTIFICATION</th>
<th>DATE COMPLETED</th>
</tr>
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<tbody>
<tr>
<td>HIGH SCHOOL</td>
<td>9</td>
<td>10</td>
<td>11</td>
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<tr>
<td>COLLEGE or UNIVERSITY</td>
<td>1</td>
<td>2</td>
<td>3</td>
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<tr>
<td>GRADUATE SCHOOL.</td>
<td>1</td>
<td>2</td>
<td>3</td>
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<tr>
<td>TECHNICAL or TRADE SCHOOL</td>
<td>1</td>
<td>2</td>
<td>3</td>
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- **SPECIAL SKILLS:** List and summarize any special skills/training you have obtained through employment, apprenticeship(s), trade school(s) or continuing education. Be sure to include those skills that relate to the position for which you are applying, i.e., office skills, computer skills, technical skills, etc.

- **APPLICANT’S COMMENTS:**

REFERENCES

List 3 references, other than relatives or former employers, who have known you for at least three years.

<table>
<thead>
<tr>
<th>NAME</th>
<th>ADDRESS</th>
<th>OCCUPATION</th>
<th>TELEPHONE</th>
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EMPLOYMENT HISTORY

List all employment for at least the past ten (10) years. Use additional paper if necessary. (Start with your current or last job. Include military service & periods of unemployment.)
Resumes will NOT be accepted in lieu of completing this section.

<table>
<thead>
<tr>
<th>EMPLOYER</th>
<th>END DATE: (MONTH &amp; YR)</th>
<th>WORK PERFORMED</th>
</tr>
</thead>
<tbody>
<tr>
<td>CITY, STATE</td>
<td>START DATE: (MONTH &amp; YR)</td>
<td>PHONE</td>
</tr>
<tr>
<td>JOB TITLE</td>
<td># WORK HRS PER WEEK:</td>
<td>IMMEDIATE SUPERVISOR</td>
</tr>
<tr>
<td>REASON FOR LEAVING</td>
<td>ENDING PAY:</td>
<td>WORK PERFORMED</td>
</tr>
</tbody>
</table>

(If you require additional space, please attach a separate sheet of paper)

I certify that the answers given in this application are true and complete. I understand that, if employed, false or misleading information given in this application or interview(s) may result in discharge at any time during my employment.

I authorize any person or entity listed in this application to provide information which the University may request in its evaluation of my qualifications for employment. I further agree that the University may furnish like information to those with whom I may seek employment in the future. I release all parties from all liability for any damage that may result from such furnishing of information to or by the University.

I understand the terms, conditions, compensation, benefits, hours, schedule, and duration of employment may be determined, changed or modified at any time by the University. I understand further that my employment is at will and can be terminated, with or without cause, and with or without notice, at any time at the option of either the University or myself. I understand, also, that I am required to abide by all rules and regulations of the University.

DATE

SIGNATURE OF APPLICANT