

10. Do you play any musical instruments? Have you taken any dancing, drama or art classes? What sports do you play? Do you have any other talents that would be relevant for the *Villa Española*?

11. Please explain any leadership experience you have had (*for counselors only*):

12. Teaching experience (*for teachers only*):

<i>Position</i>	<i>Name of School</i>	<i>Language Level</i>	<i>Dates</i>
-----------------	-----------------------	-----------------------	--------------

13. Teacher license. Attach a copy of the certificate (*for teachers only*):

Subject(s) _____ State _____ Certificate Number _____

References:

*Refer to the enclosed Reference Forms. Complete the top portion of each form and ask your reference person to complete the rest of the form. Language teachers, work supervisors and people who have seen you work with children are appropriate to use as references. DO NOT choose relatives or people whose only relationship to you is "friend." The forms should be returned to the address at the bottom of the form. **Your application is not complete until your reference forms are received.***

Please give names and phone numbers of two persons for reference:

Name _____ Phone: _____

Position/Organization _____

Name _____ Phone: _____

Position/Organization _____

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

I understand that as part of the application process Missouri Southern State University will do background checks and I agree to it. (If you have a valid Missouri Teacher certificate, you will only need to submit a copy.)

Date: _____ Signature: _____

MISSOURI SOUTHERN STATE UNIVERSITY

APPLICANT DATA RECORD

This data is for periodic government reporting and will be kept in a Confidential File separate from the Application for Employment.

COMPLETION of SECTION B is VOLUNTARY

As an employer/government contractor, we comply with government regulations, including affirmative action responsibilities where they apply.

Solely to help us comply with government record keeping, reporting, and other legal requirements, we request that you please fill out the Applicant Data Record. We appreciate your cooperation.

SECTION A -- PLEASE PRINT CLEARLY

Date of Application (mm/dd/yyyy): ____/____/____

Position Applied For: _____

Referred By (check): Job Service/ Office MSSU Employee Advertisement

Internet Web sites Walk-In Other (specify)

Name: _____

Last

First

Middle I.

Address: _____

City, State, ZIP: _____

(Area Code) & Phone #: (____) _____

SECTION B--COMPLETION is VOLUNTARY

PLEASE CHECK ONE: MALE FEMALE

CHECK IF APPLY: Disabled Individual Disabled Veteran Veteran Vietnam Veteran

Ethnicity – Please Check One: Hispanic/Latino Non-Hispanic/Latino

****If Non-Hispanic/Latino –check one of the boxes below

PLEASE CHECK AS APPROPRIATE: Decline to Answer White Black Native Hawaiian Asian

Native American/Alaskan Native Other Pacific Islander Two or more races, NOT Hispanic/Latino

If you have any questions contact: Leslie Parker; International Language Resource Center,
Missouri Southern State University, 3950 E. Newman Road Joplin, MO 64801-1595
Phone: 417-625-3109; Fax 417-625-9585; E-mail: parker-L@mssu.edu