

**NORTHWESTERN OKLAHOMA STATE UNIVERSITY**

Alva- Enid-Woodward

*An Equal Opportunity Employer*

Return to: NWOSU Human Resources 709 Oklahoma Blvd. Alva OK 73717
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**APPLICATION FOR EMPLOYMENT**  
NON-EXEMPT NON-TEACHING POSITIONS

Today's Date: \_\_\_\_\_ ; This Application must specify a job that is currently open, and must be signed in order to be considered.

<b>Professional Name &amp; Name on Soc Sec Card</b>	<b>Social Security No.</b>	<i>Note: If hired, you will be required to produce a current Social Security Card and any other documents required by law.</i>
	(last 4 digits only)	
<b>Present Address</b>	<b>Phone No./E-mail</b>	<b>Availability For Work</b>
Street: PO Box: City: State, Zip:	Day: Other: E-mail:	Are you legally entitled to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No ; Will you now or in the future require sponsorship for an employment visa status (e.g., H-1B visa status)? <input type="checkbox"/> Yes <input type="checkbox"/> No ; Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No

Type of employment preferred:  Temporary or  Permanent ;  Full-time or  Part-time ;

Job(s) applied for: 1. \_\_\_\_\_ at  Alva  Enid  Woodward Campus  
2. \_\_\_\_\_ at  Alva  Enid  Woodward Campus

Have you worked for Northwestern before?  Yes  No ; If yes, when? \_\_\_\_\_ ;  
In What Capacity? \_\_\_\_\_

List any relatives working for Northwestern: \_\_\_\_\_

Have you ever been **convicted of** or **pled guilty to** any violation of the law other than for parking or speeding violations?  
 Yes  No If yes, describe each violation in full, listing dates: \_\_\_\_\_

**EDUCATIONAL BACKGROUND**

Do you have either a High School Diploma or GED?  Yes  No

Name and Address of School	No. Yrs. Completed	Course of Study	Did You Graduate?
College:			<input type="checkbox"/> Yes <input type="checkbox"/> No Highest Degree:
Trade, Business or Other School:			<input type="checkbox"/> Yes <input type="checkbox"/> No Certif/License:

**PRIOR WORK HISTORY (List in Order, Last or Present Employer First)**

May Northwestern contact your present employer without notifying you first?  Yes  No

Employer's Name & Address:		Employer's Telephone No.:	Name of Supervisor:
Your Position/Job Duties: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time			Reason for Leaving:
Hire Date:	End Date:	Start Wage:	End Wage:
Employer's Name & Address:		Employer's Telephone No.:	Name of Supervisor:
Your Position/Job Duties: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time			Reason for Leaving:
Hire Date:	End Date:	Start Wage:	End Wage:
Employer's Name & Address:		Employer's Telephone No.:	Name of Supervisor:
Your Position/Job Duties: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time			Reason for Leaving:
Hire Date:	End Date:	Start Wage:	End Wage:
Employer's Name & Address:		Employer's Telephone No.:	Name of Supervisor:
Your Position/Job Duties: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time			Reason for Leaving:
Hire Date:	End Date:	Start Wage:	End Wage:

List any additional experience, skills, or qualifications relevant to your area of employment interest: (If you have had military experience, please list any job skills which could help you qualify for a job with us.)

<p><b>REFERENCES:</b> Please list the names, addresses, and phone numbers of 3 references, excluding relatives and former employers.</p> <p>1)</p> <p>2)</p> <p>3)</p>
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**Applicant's Statement**

All persons, schools, universities, firms and entities listed in this application are hereby authorized to release any information or records concerning my education, academic achievement, attendance, work performance, and personal history for the official use of Northwestern Oklahoma State University. I hereby release said persons, schools, universities, firms from any liability for damage of whatever kind, as a result of the furnishing or receiving of such records and information.

I certify to the best of my knowledge the facts set forth in this application are accurate and complete. I understand that any falsification of information on this form will result in non-employment, or after employment, termination.

**Please print application, sign and forward to address on front.**

**Signature of Applicant:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_

**AFFIRMATIVE ACTION COMPLIANCE STATEMENT** This institution, in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act Amendments Act of 2008, and other applicable federal laws and regulations, and to the extent required by law, does not discriminate on the basis of race, color, national origin, sex, age, religion, genetic information, physical or mental 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. Inquiries concerning the application of these programs should be made to Brad Franz, Vice President for Student Affairs and Enrollment Management, Northwestern Oklahoma State University, 709 Oklahoma Boulevard, Alva, OK 73717, (580) 327-8415.

## REQUEST FOR SUPPLEMENTAL INFORMATION

*Note: Completion of this form is totally voluntary on your part. Never send to hiring supervisor. Please mail to NWOSU Human Resources Office, 709 Oklahoma Blvd., Alva, OK 73717.*

To assist us with the preparation of various governmental reports and statistical information for the Office of Civil Rights, U.S. Department of Health, Education, and Welfare, the Equal Employment Opportunity Commission, and our own Affirmative Action Plan, the following information is requested. This information will not be used to discriminate against or to show preference for any application in the hiring decision.

**NAME:** \_\_\_\_\_ **SEX:**  Male  Female

**POSITION APPLIED FOR:** \_\_\_\_\_

### ETHNIC INFORMATION (Check only one):

- White** (not of Hispanic origin. A person having origins in any of the original peoples of Europe, North Africa, or the Middle East).
- Black , non-Hispanic** (A person having origins in any of the black racial groups of Africa).
- Asian or Pacific Islander** (A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India, and Vietnam).
- American Indian or Alaskan Native** (A person having origins in any of the original peoples of North America or who maintains cultural identification through tribal affiliation or community recognition).
- Hispanic** (A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race).

### VETERAN INFORMATION:

**Do you qualify as a Vietnam Era Veteran?**  Yes  No

(Any veteran of the armed services who served on active duty for at least 181 days, any part of which occurred between August 5, 1964, and May 7, 1975, and was discharged honorably or released sooner because of a service-related disability.)

**Are you considered a disabled veteran by the U.S. Veterans Administration?**  Yes  No

(Any person entitled to compensation by the Veterans Administration for a disability rated at 30 percent or more, or who was discharged or released from active duty by reason of service-connected disability.)

### DISABILITY INFORMATION:

**Do you wish to declare yourself as qualifying for reasonable accommodations as provided for by the Americans with Disabilities Act?**  Yes  No

**How did you learn of this position opening?**

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