



APPLICATION FOR EMPLOYMENT

Tishomingo, OK - Ardmore, OK

Return to:

Human Resources OR Administration Building OR Email to:
One Murray Campus OR Suite 104 mscemployment@mscok.edu
Tishomingo, OK 73460

Specific Position or Type of Position Applied for: \_\_\_\_\_

[ ] Full-Time [ ] Part-Time

Today's Date: \_\_\_\_\_

PERSONAL

Form with fields for LAST NAME, FIRST NAME, MIDDLE NAME, ADDRESS, CITY, STATE, ZIP CODE, HOME/CELL PHONE, BUSINESS PHONE, EMAIL ADDRESS

ELIGIBILITY FOR EMPLOYMENT

Form with questions: Have you ever applied for employment with MSC? Are you legally eligible for employment in the U.S.? Do you have a valid driver's license? Are you able to work a flexible schedule? Are you fluent in any language other than English?

RELATIONSHIP TO COLLEGE EMPLOYEES

Form with question: Are you related in any way to any College employee? If yes, list name(s) and relationship(s):
\*Regional University System Oklahoma & University policy states no two persons who are related by consanguinity or affinity within the third degree shall be given positions in which either one is responsible for making recommendations regarding appointment, employment, promotion, salary or tenure for the other; nor shall either of two persons so related who hold positions in the same internal budgetary unit be appointed to an executive or administrative position for said internal unit. Relatives that are within the third degree of relationship to an employee by blood or marriage are as follows: Spouse; parent; grandparent; great-grandparent; grandparent or great-grandparent of spouse; uncle or aunt; uncle or aunt of spouse; brother or sister; son or daughter; son-in-law or daughter-in-law; grandson or granddaughter or their spouse; great-grandson or great-granddaughter or their spouse.

**EDUCATION**

Name of School, College, University, & Graduate School (List most recent first)	City, State	Number of Hours Completed	Diploma or Type of Degree Received	Area of Study/Major

*Verification of all levels of education are required. Official transcripts, diploma, or certification will be required if offered a position; however, to meet application deadline, copies are acceptable.*

**PROFESSIONAL LICENSE/CERTIFICATIONS**

Professional License, Registration, or Certification	Date Recieved	License Number if Applicable	Expiration Date	Licensing Agency or Board

*List any professional or occupational license, registration, or certification (i.e., Certified Public Accountant, Certified Procurement Officer, etc.) and attach copies.*

**SPECIAL TRAINING/SKILLS/QUALIFICATIONS**

*Additional sheet(s) can be attached if needed.*

# SKILLS INVENTORY

<b>COMPUTER SOFTWARE</b>	PROFICIENT	SOME SKILL	NO SKILL	<b>CUSTODIAL SERVICE</b>	PROFICIENT	SOME SKILL	NO SKILL
MS Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chemical Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Commercial Cleaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PowerPoint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stripper/Waxer/Buffer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MS Outlook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>CLERICAL</b>				<b>MECHANICAL</b>			
Accounting/Book Keeping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Small Engine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Data Entry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Heavy Equipment Diesel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Editing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Filing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>SKILLED CRAFT</b>			
Payroll/Personnel Records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Blueprint Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Carpentry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Receptionist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electrical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technical Typing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HVAC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Painting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OFFICE MACHINES</b>				Plumbing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fax	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Roofing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Telephone System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water Treatment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Voicemail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Welding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Document Scanner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Equipment Repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Typing Skill/WPM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Document Scanner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Have you supervised or directed the work of others?  Yes  No

Length of Time: \_\_\_\_\_ Number of Persons: \_\_\_\_\_

Would you consider yourself to be computer-literate?  Yes  No

Have you used a computer in the workplace?  Yes  No

Years/Months: \_\_\_\_\_

If any employment was under a different name, indicate name: \_\_\_\_\_

Have you ever been discharged or asked to resign from a job?  Yes  No

Explain:

**EMPLOYMENT HISTORY**

<p><b>Employer Information:</b></p> <p>Name: _____</p> <p>Address: _____</p> <p>Telephone: _____</p> <p>Cell Phone: _____</p> <p>Email: _____</p>	<p><b>Supervisor Information:</b></p> <p>Name: _____</p> <p>Title: _____</p> <p>Telephone: _____</p> <p>Cell Phone: _____</p> <p>Email: _____</p>	
<p>Are you still employed with this company? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, may we contact your present employer as a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p><b>Position Information:</b></p> <p>Job Title: _____</p> <p><input type="checkbox"/> Regular <input type="checkbox"/> Temporary <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time</p>	<p><b>Employment Dates:</b></p> <p>From _____ To _____</p>	
<p><b>Description of Duties and Work Performed:</b></p>		
<p><b>Number of Employees Supervised:</b> _____</p>	<p><b>Ending Salary:</b> _____</p>	<p><b>Hours worked per week:</b> _____</p>
<p><b>Reason for Leaving:</b></p>		

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<p><b>Reason for Leaving:</b></p>		

*\*\*\*Please read the following information carefully, then sign and date below.*

**ACCURACY OF INFORMATION:** By signing this application, I certify that the information supplied in this application and in any other form, oral or written, is true and accurate.

**FALSIFICATION OF INFORMATION:** I understand and agree that any misstated, misleading, incomplete, or false information is grounds for my disqualification from consideration for employment, for withdrawal of any offer of employment if any offer has been made, or for my immediate discharge if employment has already commenced, whenever, and however discovered. I also understand that Section 358(B) of Title 21 of the Oklahoma Statutes prohibits applicants for state employees from making a materially false, fictitious, or fraudulent statement or representation on any employment application, knowing such statement or representation to be materially false, fictitious, or fraudulent. Violation is a criminal offence, punishable by a fine and/or imprisonment.

**VERIFICATION OF INFORMATION:** I hereby authorize Murray State College to verify the information I have provided in my employment application, in my oral statements, and in any other documents or supplemental information I have provided for the purposes of employment. This shall include the authorization to conduct any and all personal background checks, including but not limited to, criminal history and related records, education and employment background records, civilian and military court records, and/or proceedings. I authorize any former employers and job-related references to provide any information requested by Murray State College. I release from liability and hold harmless the State of Oklahoma, Murray State College, the MSC Board of Regents, employees, and attorneys, along with corporation, firm, person, organization, or individual providing information to Murray State College, from any and all claims, liabilities, loss, demands, and causes of action known and unknown, fixed or contingent, equitable, legal or administrative, accrued to me as a result of such disclosure of information concerning me.

**REQUIRED DOCUMENTS:** I understand that if I fail to attach any other required documents, i.e., transcripts, letters of recommendation, etc., listed on a job description for an advertised position, I may be excluded from further consideration.

**EMPLOYMENT ELIGIBILITY:** I understand that if I am hired I will be required to produce proof that I have a legal right to work in the U.S.A. in accordance with the Immigration Reform and Control Act of 1986. This agency verifies the identity and employment eligibility status of all newly hired employees utilizing the Form I-9 verification process as well as the E-Verify Program with the Department of Homeland Security and the Social Security Administration.

**GENERAL:** If selected for employment, I agree to submit to a pre-employment drug/alcohol screen as requested by my employer in conjunction with the hiring process. If selected for employment, I agree to participate in random drug/alcohol screenings as requested. I agree to conform to the policies, procedures, rules, and regulations of Murray State College and the MSC Board of Regents. In connection with being considered for employment, continued employment, promotion, or reassignment, MSC may obtain a consumer report which may include information on the character, general reputation, personal characteristics, and mode of living from public record sources or personal interviews with previous employers or associates. I understand that I have the right, upon written request, to receive a written description of the nature and scope of the investigation requested and a written summary of my rights under the Fair Credit Reporting Act. If consumer information from my credit report or another type of consumer report is used to deny employment or if any other adverse action is taken I understand I will be given the name, address, and phone number of the agency that provided the information.

With this application, I agree to the College's overtime policy for non-exempt employees, which allows giving compensatory time off in lieu of payment of overtime worked. I understand that the position for which I am submitting this application may be at will. The applicant selected for any at-will position will serve at the will of the College. If selected for a position, I understand my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at the option of either Murray State College or myself. I understand that no representative of the College has any authority to enter into any agreement for continued employment for any specified period of time or to make any agreement contrary to the foregoing. If an employee resigns or is discharged, full payment of unused annual leave (excludes sick leave and personal leave) will be made upon approval of the Vice President for Finance and Administration, provided the employee has worked for a continuous six-month period and appropriate notice was given. No payment for annual leave will be authorized for any person who has not completed at least six months of continuous employment at the College. Any compensatory time accrued and not used will be paid the month following final paycheck.

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APPLICANT SIGNATURE

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DATE

*Application materials received from applicants become the property of Murray State College. Materials for applicants who are not chosen to fill a position will remain on file only for the time limit stipulated in accordance with the State's archival procedures.*

Equal Opportunity Statement In Compliance with Title VI of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Sections 505 and 504 of the Rehabilitation Act of 1973, and other Federal Laws and Regulations, Murray State College does not discriminate on the basis of race, color, national origin, sex, sexual identity, sexual orientation, age, religion, handicap, 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.

Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) states: No person in the United States, shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance..” Murray State College does not discriminate on the basis of sex in its education programs or activities, in compliance with Title IX and the U.S. Department of Education’s regulations at 34 C.F.R. §§ 86.1 et seq. Individuals who believe they have been discriminated against on the basis of sex may contact MSC's Title IX Coordinator at 580-387-7131, mgray@mscok.edu, or Murray Hall Administration Building, Suite 104.