

# Northwestern Oklahoma State University

Alva, Enid, and Woodward Oklahoma

An Equal Opportunity Employer

## Application for Employment

Return Application to:  
Northwestern Oklahoma State University  
709 Oklahoma Blvd., Alva, OK 73717

1. Full Name of Applicant: \_\_\_\_\_

2. Position Desired: \_\_\_\_\_

3. Date of Application: \_\_\_\_\_

4. Date Available for Employment: \_\_\_\_\_

5. Salary Desired: \$ \_\_\_\_\_ per \_\_\_\_\_

6. SSN (last 4 digits only): XXX-XX-\_\_\_\_\_

7. Business Address: \_\_\_\_\_; Telephone: \_\_\_\_\_  
City, State, Zip Code+4

8. Home Address: \_\_\_\_\_; Telephone: \_\_\_\_\_  
(For Mailing) City, State, Zip Code+4

9. E-mail Address: \_\_\_\_\_

10. Are you legally entitled to work in the United States? ☐ Yes ☐ No

11. Will you now, or in the future, require sponsorship for employment visa status (e.g., H-1B visa status)? ☐ Yes ☐ No

12. If you are applying for an Athletic position: Have you ever been involved in past NCAA rules violations? ☐ Yes ☐ No

13. Educational qualifications:

Colleges or Universities Attended	Dates Attended	Majors/Minors	Date Graduated	Degrees Earned

**14. In the Employment Record (page 2):** List in reverse order, the positions you have held, starting with your present or most recent employment. If more than one position or classification has been held with a given organization, list each position or classification as a separate period of employment.

### **Employment Record**

(If more space is needed than is provided, a copy of this page may be made.)

Present or last employer: _____
Address: _____
Immediate Supervisor: _____ ; Title of Supervisor: _____
Your Title: _____
Department: _____
Starting Salary: \$ _____ per _____
Last or Present Salary: \$ _____ per _____
Date Employed: _____ ; Date Separated: _____ ; Total Months Employed: _____
Specific Duties: _____ _____
Reasons for Leaving: _____

Present or last employer: _____
Address: _____
Immediate Supervisor: _____ ; Title of Supervisor: _____
Your Title: _____
Department: _____
Starting Salary: \$ _____ per _____
Last or Present Salary: \$ _____ per _____
Date Employed: _____ ; Date Separated: _____ ; Total Months Employed: _____
Specific Duties: _____ _____
Reasons for Leaving: _____

Present or last employer: _____ Address: _____ Immediate Supervisor: _____ ; Title of Supervisor: _____ Your Title: _____ Department: _____ Starting Salary: \$ _____ per _____ Last or Present Salary: \$ _____ per _____ Date Employed: _____ ; Date Separated: _____ ; Total Months Employed: _____ Specific Duties: _____ _____ _____ Reasons for Leaving: _____	
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**15. Special Honors and Activities** (Please list any special honors awarded you as an educator; also list church, civic, or service organizations in which you have participated. Attach additional sheets as necessary.):

**16. List any textbooks, papers, articles, or other publications you have authored as a scholar.** (Attach additional sheets as necessary):

**17. References** (List below on page 4 at least four prominent citizens (from your community) whom you know well and who can give information regarding your character and reputation. Please give name, occupation or profession, address and telephone number.):

## References

<b>NAME:</b>		<b>OCCUPATION/ PROFESSION:</b>	
<b>ADDRESS:</b>		<b>TELEPHONE:</b>	

<b>NAME:</b>		<b>OCCUPATION/ PROFESSION:</b>	
<b>ADDRESS:</b>		<b>TELEPHONE:</b>	

<b>NAME:</b>		<b>OCCUPATION/ PROFESSION:</b>	
<b>ADDRESS:</b>		<b>TELEPHONE:</b>	

<b>NAME:</b>		<b>OCCUPATION/ PROFESSION:</b>	
<b>ADDRESS:</b>		<b>TELEPHONE:</b>	

**18. Give any additional information you think would be of value concerning your qualifications for this position:**

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**Signature of Applicant**

### **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 Calleb Mosburg, Dean of Student Affairs and Enrollment Management, Northwestern Oklahoma State University, 709 Oklahoma Boulevard, Alva, OK 73717, (580) 327-8415.

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