



Northwestern Oklahoma State University--An Equal Opportunity Employer

APPLICATION FOR EMPLOYMENT PART-TIME TEMPORARY / STUDENT POSITIONS

Name As Shown on Soc. Sec. Card	Social Security Number	<i>Note: Before beginning work, New Hires must provide Human Resources with a current Social Security Card and any other documents required by law. Financial Aid must pre-approve E&G/Workstudy Employment for each academic year, each summer semester, and each interim period.</i>
	XXX-XX- _____	
Present Address	Phone No./E-mail Address	Availability For Work
Street: PO Box: City: State, Zip:	Daytime: Evening: E-mail:	When? _____; Number of hours per week: _____; (Students are limited to 15 hours per week.); 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.
In Case of Emergency, contact: Phone No.:		

Northwestern Oklahoma State University abides by the Drug-Free Workplace laws. Unlawful possession, use or distribution of illicit drugs and alcohol by employees on NWOSU property can result in termination of employment.

Today's Date: _____

Are you currently a student at Northwestern? ☐ Yes ☐ No; College Major: _____

Do you qualify for: ☐ E&G ☐ Workstudy ☐ P.T.S. (Part-time Staff)

Job applied for: _____ at ☐ Alva ☐ Enid ☐ Woodward Campus

Are you currently working at Northwestern? ☐ Yes ☐ No; In what capacity? _____

Have you worked for Northwestern before? ☐ Yes ☐ No; In what Capacity? _____

List names of any relatives working in the department in which you are applying? _____

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 in full: _____

Student Class Schedule (Check times whenever you are in class or unavailable for work.)

Semester: _____ Year: _____

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Night	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PRIOR WORK HISTORY

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

Employer's Name and Address:	Employer's Telephone No.:	Name of Supervisor:
Your Position/Job Duties:	Hire Date: End Date:	Reason for Leaving:
Employer's Name and Address:	Employer's Telephone No.:	Name of Supervisor:
Your Position/Job Duties:	Hire Date: End Date:	Reason for Leaving:

List any additional experience, skills, or qualifications which could help you qualify for a job with us. (E.g.: Excel, Word, etc.)

REFERENCES: Please list the names, addresses, and phone numbers of **3 references**, excluding relatives and former employers.

- 1) _____
- 2) _____
- 3) _____

Applicant's Statement

I understand that my application will remain active for the current semester and that I should file an updated application with the Career Services Office if I wish to be considered beyond that period of time. 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, and entities, as well as Northwestern Oklahoma State University and employees thereof from any liability for damage of whatever kind, as a result of furnishing or receiving of such records and information.

I certify to the best of my knowledge the facts set forth in my application are accurate and complete. I understand that falsifying information on this application will be sufficient grounds for termination of my employment or cancellation of job offer without notice hereafter.

Please print application, sign and submit to hiring supervisor. Be sure to keep a copy for yourself. Do not save on public computer with your Social Security entered.

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.