



**Northwestern Oklahoma State University--An Equal Opportunity Employer**

**APPLICATION FOR EMPLOYMENT PART-TIME TEMPORARY / STUDENT POSITIONS**

NORTHWESTERN OKLAHOMA STATE UNIVERSITY

|  |                                 |  |
|--|---------------------------------|--|
| <b>Name As Shown on Soc. Sec. Card</b>       | <b>Social Security Number</b>   | <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&amp;G/Workstudy Employment for each academic year, each summer semester, and each interim period.</i> |
|  | XXX-XX-                         |  |
| <b>Present Address</b>                       | <b>Phone No./E-mail Address</b> | <b>Availability For Work</b>   |
| Street:<br>PO Box:<br>City:<br>State, Zip:   | Daytime:<br>Evening:<br>E-mail: | When?<br>Number of hours per week:<br>(Students limited to 15 hours per week.)<br><b>Are you legally entitled to work in the United States?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No<br>Are you at least 18? <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| In Case of Emergency, contact:<br>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:<br>End Date:   | Reason for Leaving: |
| Employer's Name and Address: | Employer's Telephone No.: | Name of Supervisor: |
| Your Position/Job Duties:    | Hire Date:<br>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.

### 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) 327-9415.