



## STAFF APPLICATION FOR EMPLOYMENT

Truman is an equal employment, affirmative action employer committed to cultural diversity and compliance with the Americans with Disabilities Act. Truman State University recognizes the worth and dignity of all persons, and the University does not discriminate on any basis not related to the applicable educational requirements of students or the applicable job requirements of employees.

PERSONAL DATA: (Please print in dark ink or type) Date \_\_\_\_\_

Name \_\_\_\_\_ Other Name(s) \_\_\_\_\_  
Last First Middle (as may appear on transcripts)

Present Address \_\_\_\_\_  
Street City State ZIP

Home Telephone Number \_\_\_\_\_ Email \_\_\_\_\_

Other Number Where You Can Be Reached \_\_\_\_\_

Are you authorized to work in the United States on an unrestricted basis? ☐ Yes ☐ No

If no, please explain \_\_\_\_\_

Have you been employed by Truman State University previously? ☐ Yes ☐ No

If yes, give approximate dates and departments \_\_\_\_\_

Do you have relatives currently employed by Truman State University? ☐ Yes ☐ No

If yes, list name(s) and relationship \_\_\_\_\_

*Relatives may be employed but an individual cannot be a supervisor of a relative.*

Do you currently hold a valid drivers license? ☐ Yes ☐ No If yes, give state and number \_\_\_\_\_

Have you ever been convicted of a misdemeanor or a felony? ☐ Yes ☐ No

(Conviction will not necessarily disqualify an applicant for employment.)

If yes, please explain \_\_\_\_\_

The University Mission Statement: The mission of Truman State University is to offer an exemplary undergraduate education, grounded in the liberal arts and sciences, in the context of a public institution of higher learning. To that end the university offers undergraduate studies in the traditional arts and sciences as well as selected preprofessional, professional, and master's level programs that grow naturally out of the philosophy, values, content, and desired outcomes of a liberal arts education.

## TYPE OF POSITION DESIRED:

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Are you applying for a currently advertised position? ☐ Yes ☐ No

If yes, which one? \_\_\_\_\_

How did you learn of this opening?

☐ Human Resources Job Posting ☐ Truman Website

☐ Newspaper Advertisement (which paper) \_\_\_\_\_

☐ Referred by \_\_\_\_\_

☐ Other (please specify) \_\_\_\_\_

Application materials will be retained in Human Resources for a limited time but will be forwarded for consideration only upon your request

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Are you interested in: ☐ Full-Time ☐ Part-Time ☐ Temporary (Check all that apply)

If you wish part-time, what hours are you available for work: \_\_\_\_\_

When are you available to begin work: \_\_\_\_\_

## SKILLS:

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### SECRETARIAL/CLERICAL:

(Please check and indicate speed where applicable.)

☐ Word Processing

Programs:

☐ Typing \_\_\_\_\_ wpm

☐ Bookkeeping ☐ Filing

☐ Cashier ☐ Telephone

### COMPUTER:

Please list software and/or hardware you are familiar with which is not listed above:

### PHYSICAL PLANT:

Please list mechanical, construction, grounds-keeping, plumbing, electrical, or custodial skills: (be specific)

### LIBRARY:

Please list specific skills:

What experiences, skills, or abilities would especially qualify you for employment at Truman State University?

**EMPLOYER REFERENCES:** Show your employment history for the past ten years including any open periods. List present or most recent employment or open time period first. Please add supplemental sheets if necessary. Please give complete address, including ZIP code. This section may be supplemented with, but not replaced by, a resume.

Most Recent Employer	Kind of Business	Salary Starting	Leaving
Address of Employer	Telephone	Dates Employed From To	
Describe Your Duties (detail):		May we contact for references <input type="checkbox"/> Yes <input type="checkbox"/> No	
Your Title Upon Leaving	Name and Title of Supervisor	Reason for Leaving	

Employer	Kind of Business	Salary Starting	Leaving
Address of Employer	Telephone	Dates Employed From To	
Describe Your Duties (detail):		May we contact for references <input type="checkbox"/> Yes <input type="checkbox"/> No	
Your Title Upon Leaving	Name and Title of Supervisor	Reason for Leaving	

Employer	Kind of Business	Salary Starting	Leaving
Address of Employer	Telephone	Dates Employed From To	
Describe Your Duties (detail):		May we contact for references <input type="checkbox"/> Yes <input type="checkbox"/> No	
Your Title Upon Leaving	Name and Title of Supervisor	Reason for Leaving	

Employer	Kind of Business	Salary Starting	Leaving
Address of Employer	Telephone	Dates Employed From To	
Describe Your Duties (detail):		May we contact for references <input type="checkbox"/> Yes <input type="checkbox"/> No	
Your Title Upon Leaving	Name and Title of Supervisor	Reason for Leaving	

## EDUCATIONAL RECORD:

Please attach transcripts or contact Human Resources if you are unable to obtain.

	Name and Address of School including ZIP	Course of Study	Years Completed				Did You Graduate?	List Diploma, Degree, or Certificate
High School			1	2	3	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Vocational/ Technical			1	2	3	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			1	2	3	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			1	2	3	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

## REFERENCES:

Not Former Employers or Relatives. Please list at least three people that you have known for a minimum of one year.

List at least one who is not employed at Truman State University.

	Complete Address Including ZIP	Phone Number
Name:		
Occupation:		
Name:		
Occupation:		
Name:		
Occupation:		

Please read all of the statements below and then sign and date the application.

I authorize Truman State University to make an investigation of any or all of the facts set forth in this application.

I understand that relevant transcripts will be required before any offer of employment is made for all positions and, therefore, should be submitted along with this application. (Please contact Human Resources if obtaining transcripts will create an undue hardship.)

I certify that all statements made by me on this application are true and complete to the best of my knowledge and that I have withheld nothing which, if disclosed, would affect this application unfavorably. I understand that the willful omission of pertinent material facts or falsification of any information in this application is grounds for refusal to hire or, if I have been hired, grounds for termination.

I authorize my previous employers, schools, or persons named as references to give any information regarding employment or educational records. I agree that Truman State University and my previous employers shall not be held liable in any respect if a job offer is not extended, or is withdrawn, or if my employment is terminated because of reference information, false statements, omissions, or answers made by me on this application. If I am employed by Truman State University, I will comply with all policies and procedures as set forth in any communication distributed or available to employees.

I understand that employment with Truman State University is "at will," which means that either I or Truman State University can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager, or executive of Truman State University, other than the President, has any authority to alter the foregoing.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date