

Standard Application Form– Unclassified Positions



– YOUR RIGHTS AS A SUBJECT OF DATA –

Minnesota Statutes Chapter 13 requires that you be informed of the following about private data requested on this application:
 The data requested of you will be used to communicate with you and determine your qualifications for holding a position at Minnesota State University Moorhead. Information may also be used by the University or its agents for compiling summary data required for local or system studies or other reporting requirements of state and federal agencies, accrediting agencies or consultants, enforcement agencies with statutory authority, and persons/entities authorized by law or court order. It may be used to evaluate programs and in other activities relating to the mission of the University. You are not legally required to provide any of this information. However, if this information is not provided, the University may be unable to communicate with you in a timely manner or adequately evaluate your qualifications and you may not be considered for the position.

PLEASE TYPE OR PRINT

Name of Applicant

Last	First	M.I.

Position Applied For

Title	Department

Present Address

Street/PO:
City/State/Zip:

Telephone Number(s)

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E-mail Address

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A. Post-Secondary Education of Applicant (List all degrees and work beyond degree):

Institution and State	Degree Sought	Dates of Attendance	Date Degree Earned	Major(s)	Specialty

If terminal degree appropriate for position desired is not already earned, check one:

- | | |
|--|--|
| <input type="checkbox"/> Active candidate with only dissertation remaining; | <input type="checkbox"/> Active with more than dissertation remaining; |
| <input type="checkbox"/> Inactive at present with only dissertation remaining; | <input type="checkbox"/> Presently inactive and with more than dissertation remaining; |
| <input type="checkbox"/> Not a candidate. Additional comment on graduate status: | |

B. Related Employment Record (List the most recent first):

Position and Type of Experience	Employer	% of Full-Time	Beg. Date	End Date	Reason for Leaving Position

C.1. Other Evidence of Qualification for Undergraduate Teaching
(if applicable):

C.2. Other Experiences Related to Position

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D. List Special Activities and/or Honors Received:

E. List Three to Five Professional References (Include current addresses and telephone numbers): MSUM reserves the right to contact additional persons by telephone. Records of such calls will be maintained, and are available to the applicant upon request.

F. Publications and/or Creative Work of Candidate (if applicable): (You may attach a prepared list of publications instead of retyping.)

Type of publication or creative work e.g., article, book, art show, etc.	Title of publication or creative work	Name of periodical or publisher	Date	Name(s) of co-author(s) if any

G. In accordance with the Minnesota State Colleges and Universities (MnSCU) Vehicle Fleet Safety Program, employees driving on MnSCU business, whether using a personal, rental or state vehicle, must complete a Vehicle Use Agreement and consent to a Motor Vehicle Records check annually.

H. All employees are required by federal law to provide verification of lawful authority to be employed in the United States of America. Pursuant to federal law, no employee is permitted to start work until authorization to be employed by the University is established.

– IMPORTANT –

The state has the right to verify information provided in this application, including any resume, professional vita or sample work submitted. In connection with this application for employment, I authorize Minnesota State University Moorhead and any agent acting on its behalf to conduct an inquiry into any job-related information contained in this application, any resume, professional vita or sample work submitted, including but not limited to, my records maintained by an educational institution related to academic performance such as transcripts. Moreover, I hereby release Minnesota State University Moorhead and any agent acting on its behalf from liability of whatsoever nature by reason of requesting such information from any person, to the extent permitted by law.

I verify that the information given by me in this application and any resume, professional vita or sample work that I have submitted, is true, accurate and complete. I understand that if I have given any false information on any of this material, or if I have omitted any material facts, I may be disqualified from employment with MSUM, or if hired, I may be discharged immediately upon discovery of such false statements or omissions, regardless of how much time has passed between the date of my hire and the discovery of such misrepresentations.

Signature of Applicant: (do not print) _____ **Date:** _____

A copy of Minnesota State University Moorhead's Annual Security Report, including the previous three years of reported campus crime statistics and University policies and procedures concerning campus security, may be obtained by contacting Campus Security, 218.477.2449 (Voice). The information is also available at www.mnstate.edu/security/patrol.cfm.

Minnesota State University Moorhead is committed to a policy of nondiscrimination in employment and education opportunity and is a member of the Minnesota State Colleges & Universities System. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited. Inquiries regarding compliance should be referred to Barb Seiler, Affirmative Action Officer/Title IX Coordinator, 218.477.2229 (Voice). Applicants having special needs which require accommodations should contact Edward L. Choate, Human Resources Director, Owens 210C, 218.477.2066 (Voice). For TTY communications, contact the Minnesota Relay Service at 1.800.627.3529.

Please note that your application and all attachments become the property of Minnesota State University Moorhead and **CANNOT** be returned.