



Minnesota State University, Mankato

Security Department

Phone: 507-389-2111 Fax: 507-389-1596

E-mail: security@mnsu.edu



STUDENT EMPLOYMENT APPLICATION

*Last Name		*First Name		*Full Middle Name	
*MSU Street Address			*City	*State	*Zip
*MSU Home Phone (include area code)	*Work Phone (include area code)	*Social Security Number	Tech Id Number		
*Permanent Street Address			*City	*State	*Zip
*Permanent Phone (include area code)	Town/State and Country of birth				
E-mail Address					

Are you disabled/handicapped?

No Yes

"Disability/handicap" is defined as "a handicapping condition which substantially limits one of life's major activities such as walking, caring for yourself, seeing, hearing, speaking, performing manual tasks, breathing, learning, working." Do not answer "Yes" to this question if, for example, you have a visual problem corrected by glasses.

*Have you ever been arrested for, or convicted of a misdemeanor or felony?

No Yes

If "Yes," please attach a separate sheet with explanation of the situation. Information concerning this question will not automatically bar you from employment, but may be used to direct your interest to areas less related to the area of your arrest or conviction.

Have you ever been issued a citation for a traffic offense? No Yes

*Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	*Racial/Ethnic Group <input type="checkbox"/> American Indian <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Hispanic
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Do you have your own means of transportation? No Yes

Are you a United States Citizen or if not, do you possess a valid work permit for this country?

No Yes

LICENSES: List current licenses (including drivers license), registrations or certificates	Date first issued	Expiration date

Expected Graduation Date

____ / ____ / ____
Month Date Year

Position Applied For
(If choosing more than one position, please rank in preference order.)

Patrol Officer ____
 Parking Services Officer ____
 Communications Dispatcher ____
 EMT ____
 Receptionist ____
 Locking Systems ____

Have you ever applied for this job before?
 No Yes

When? _____
 Month/Year

Explanation of Sensitive Data

***Social Security Number.** You are not legally obligated to provide this information. It is needed to distinguish you from all other applicants and for efficiency. You may request a different identification number.

***Name/Address.** This is needed for identification and correspondence. If you refuse this information, you may be rejected for employment.

***Telephone Numbers.** You are not legally obligated to provide this information. We may need to contact you for availability for employment.

***Sex, Racial/Ethnic Group, Disability Status.** You are not legally obligated to provide this information. It is needed to make Equal Opportunity reports as required by law and to provide affirmative action at Minnesota State University, Mankato.

***Conviction Record.** You are legally required to give this information. Failure to do so will make it impossible to determine your eligibility for employment with the Security Department.

MSU is an Affirmative Action/Equal Opportunity University.

This document is available in alternative format to individuals with disabilities by calling the Security Department at 507-389-2111 (V) or 800-627-3529 (MRS/TTY).

College, University or other education beyond High School (List all undergraduate and graduate work)		Dates of Attendance Month and Year		Number of Credits		Degree Received (AA, BS, etc.):	Date Degree Rec'd.	Major	Minor
Name	Location	From	To	Qtr.	Sem.				

High School		Dates of Attendance Month and Year		% Program Completed	Diploma Received		Graduation Date
Name	Location	From	To		Yes	No	

WORK EXPERIENCE
List your last three employers in order, most recent first.

Organization: _____ Address: _____ Phone: (_____) _____ Position: _____ Supervisor: _____ Major Activities: _____ Reason for Leaving: _____ Number and Title(s) of people you supervised: _____ Machines/equipment you used: _____	Length of Experience From _____ To _____ Mo./Yr. _____ Mo./Yr. _____ <input type="checkbox"/> Full-time or <input type="checkbox"/> Part-time _____ Hrs./wk.
Organization: _____ Address: _____ Phone: (_____) _____ Position: _____ Supervisor: _____ Major Activities: _____ Reason for Leaving: _____ Number and Title(s) of people you supervised: _____ Machines/equipment you used: _____	Length of Experience From _____ To _____ Mo./Yr. _____ Mo./Yr. _____ <input type="checkbox"/> Full-time or <input type="checkbox"/> Part-time _____ Hrs./wk.
Organization: _____ Address: _____ Phone: (_____) _____ Position: _____ Supervisor: _____ Major Activities: _____ Reason for Leaving: _____ Number and Title(s) of people you supervised: _____ Machines/equipment you used: _____	Length of Experience From _____ To _____ Mo./Yr. _____ Mo./Yr. _____ <input type="checkbox"/> Full-time or <input type="checkbox"/> Part-time _____ Hrs./wk.

ATTACH ADDITIONAL SHEETS IF NECESSARY. BE SURE TO INCLUDE ALL INFORMATION REQUESTED ABOVE.

PERSONAL REFERENCES
List two personal references other than relatives or former employers.

1. Name: _____ Address: _____ Phone: (_____) _____ Profession: _____	1. Name: _____ Address: _____ Phone: (_____) _____ Profession: _____
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— IMPORTANT —

I declare that any statement in this application or information provided is true and complete and hereby acknowledge that I have read and understand the information below.

Date _____ Signature (Do not print) _____

The state has the right to verify information provided in the application. False information may subject the applicant to the penalty provisions of M.S. 43A.39. In connection with this application for employment, I authorize Minnesota State University, Mankato and any agent acting on its behalf to conduct an inquiry into any job-related information contained in this application, including, but not limited to, my records maintained by an educational institution relating to academic performance such as transcripts. Moreover, I hereby release Minnesota State University, Mankato and any agent acting on its behalf from any and all liability of whatsoever nature by reason of requesting such information from any person.

YES YES, but not present employer until job is offered. NO (We may be unable to hire you without this information.)