Minnesota State University, Mankato
Security Department
Phone: 507-389-2111 Fax: 507-389-1596
Email: 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)  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

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

☐ No  ☐ Yes

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

“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.

SEXES:  Male  Female

“Racial/Ethnic Group

☐ American Indian  ☐ Asian/Pacific Islander  ☐ White  ☐ Black  ☐ Hispanic

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

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A member of the Minnesota State Colleges and Universities System and 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), 711 or 800-627-3529 (MRS/TTY).
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: _________________________________________________

Organization: ___________________________ Address: ___________________________
Phone: ( ______ ) _____________________ Position: ____________________________ Supervisor: __________________________
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Machines/equipment you used: _________________________________________________

Organization: ___________________________ Address: ___________________________
Phone: ( ______ ) _____________________ Position: ____________________________ Supervisor: __________________________
Major Activities: ____________________________________________________________
Reason for Leaving: __________________________________________________________
Number and Title(s) of people you supervised: __________________________________
Machines/equipment you used: _________________________________________________

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: __________________________

—IIMPORTANT—
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.)

Name and phone number of current or immediately previous supervisor who may be contracted as an employment reference ____________________________