



CAMERON UNIVERSITY - APPLICATION FOR EMPLOYMENT

HUMAN RESOURCES DEPARTMENT · 2800 W. Gore Blvd · Lawton, OK · 73505 · (580) 581-2245

Instructions: Print application and complete all requested information thoroughly. Return completed application to Human Resources Department. A resume may be attached but will not be accepted in place of completing CU's Application.

POSITION INFORMATION							
Today's Date		Application Type (please select one) Classified <input type="checkbox"/> Administrative/Professional <input type="checkbox"/> Faculty <input type="checkbox"/> Adjunct <input type="checkbox"/> Work-study <input type="checkbox"/>					
Position Applying For (Job # & Title)					Date Available to Start Work		
Specify Type of Work Desired Full Time <input type="checkbox"/> Part-time <input type="checkbox"/>				Specify Days and Hours Available to Work			
PERSONAL INFORMATION							
Last Name		First Name		Middle Name		Social Security Number	
Street Address			City		State	Zip Code	County
Previous Address (If current is less than 5 years)					Applicant e-mail Address (optional)		
Current Phone Number			Cell Phone			Best Time to Contact	
Emergency Contact Name		Relation		Address			Phone
Are you over 18 years of age? If no, employment is subject to verification that you are of minimum legal age. Yes <input type="checkbox"/> No <input type="checkbox"/>				List any relative currently working for Cameron University			
EDUCATION INFORMATION							
	School / Institution	City	State	Dates Attended	Did you Graduate/ Complete	Type of Certificate, Diploma, Degree, GED	Courses or Major
High School / GED							
Vocational/ Tech School							
College or University							
College or University							
Other							
Other							
List Scholastic Achievements							
MILITARY INFORMATION							
Have you served in the U.S. Armed Forces YES <input type="checkbox"/> NO <input type="checkbox"/>				Branch Served			
Are you a member of the ROTC <input type="checkbox"/> RESERVES <input type="checkbox"/> NATIONAL GUARD <input type="checkbox"/>							
List Service Schools or Special Experience							

Issue Date: 10/2010

Equal Opportunity/Affirmative Action Employer

EMPLOYMENT HISTORY

***List most recent employer first and work your way backwards

Employer Name and Address				Employer Phone			
↓ Dates of Employment ↓		Starting Title		Ending Title		Starting Salary	Ending Salary
	Month	Year	Duties:				
From							
To							
Supervisor's Name / Title				Phone			
Reason for Leaving				May we contact this Employer YES <input type="checkbox"/> NO <input type="checkbox"/>			
Employer Name and Address				Employer Phone			
↓ Dates of Employment ↓		Starting Title		Ending Title		Starting Salary	Ending Salary
	Month	Year	Duties:				
From							
To							
Supervisor's Name / Title				Phone			
Reason for Leaving				May we contact this Employer YES <input type="checkbox"/> NO <input type="checkbox"/>			
Employer Name and Address				Employer Phone			
↓ Dates of Employment ↓		Starting Title		Ending Title		Starting Salary	Ending Salary
	Month	Year	Duties:				
From							
To							
Supervisor's Name / Title				Phone			
Reason for Leaving				May we contact this Employer YES <input type="checkbox"/> NO <input type="checkbox"/>			
Employer Name and Address				Employer Phone			
↓ Dates of Employment ↓		Starting Title		Ending Title		Starting Salary	Ending Salary
	Month	Year	Duties:				
From							
To							
Supervisor's Name / Title				Phone			
Reason for Leaving				May we contact this Employer YES <input type="checkbox"/> NO <input type="checkbox"/>			

PLEASE READ THE FOLLOWING CAREFULLY, THEN SIGN AND DATE.

This application will be given every consideration, but its receipt does not imply that the candidate will be employed. All information provided in support of my application for employment is true and current and no attempt has been made to conceal or withhold pertinent information. I agree that any omission, falsification, or misrepresentation is cause for my immediate termination at any time during my employment or removal from the application process. I also fully understand the job duties required in this position and feel that I can perform all of these duties without a reasonable accommodation.

In connection with this request, I authorize enforcement agencies and former employers to release information they may have about me, and release them from liability and responsibility from so doing. This authorization, in original, electronic reproduction (fax, e-mail) and copy form, shall be valid for this and any future reports that may be requested.

I hereby authorize Cameron University to conduct an investigation of all statements at this time with no liability arising there from.

APPLICANT SIGNATURE _____ DATE _____

THIS APPLICATION WILL REMAIN ON FILE ONE (1) YEAR FOR DOCUMENTATION PURPOSES ONLY

CRIMINAL BACKGROUND CHECK FORM

IMPORTANT: Print legibly using BLACK ink only. Fill out all information requested. If not applicable enter N/A. Falsification of any information on this form will void your application for employment and any actions based on it. The information on the application for employment, including any attachments, is property of Cameron University.

Last Name	First Name	Middle	Maiden
Current Address		City	State Zip
List any former names used		Current Phone Number	
Social Security Number		Drivers License – State and #	
Gender Male <input type="checkbox"/> Female <input type="checkbox"/>		*Date of Birth (Month/day/year)	

List ALL residency information since the age of 17 – dates of residency, city, and state, beginning with your most current. Please account for the country of residency as well. If additional space is needed, please attach a separate sheet.

From (MM/YY)	To (MM/YY)	City	State	County/Country

Do you have any criminal convictions since age 17 or older or any deferred adjudications where the final disposition is still pending (i.e. the original charge has not been dismissed)? YES NO
 If yes, list year(s) of conviction(s) and nature of offense(s) and penalty(ies). If additional space is needed, attach a separate sheet.

Year	Nature of Offense	Penalty

PLEASE READ THE FOLLOWING CAREFULLY, THEN SIGN AND DATE.

I hereby authorize educational institutions, listed references, employees (past and present), law enforcement agencies, and any other person, agency or organization to release to Cameron University or its representative any information or document deemed necessary to process my application for employment. I further release any individuals and organizations from liability that could arise in any manner from the act of furnishing records and information to Cameron University of its representative. It is understood and agreed that the voluntary release of this information to Cameron University is expressly for use in this employment process and will not be maintained as part of my official application for employment. I understand that this form is not a part of the application, but the hiring process is not complete without it.

My signature verifies that I am the person who executed the above authorization. I understand its meaning, intent, and effects.

APPLICANT SIGNATURE _____ **DATE** _____

*In order to verify my identity for purposes of the background investigation, I am voluntarily releasing my date of birth for my own benefit and fully understand that age is not a consideration of employment.

**THIS SECTION IS TO BE COMPLETED BY THE EMPLOYING DEPARTMENT
(Please fill out completely with job posting information for which the applicant is applying)**

Classified <input type="checkbox"/> Administrative/Professional <input type="checkbox"/> Faculty <input type="checkbox"/> Adjunct <input type="checkbox"/> Work-study <input type="checkbox"/>				
Position Number		Position Job Title		
Department Name		Department Phone # or Ext.		
Department Contact		Signature		Date

Send this completed form to Cameron University Human Resources Department (Fax# 581-5560 or email hr@cameron.edu)

THIS SECTION TO BE COMPLETED BY THE HUMAN RESOURCES DEPARTMENT

Authorization Form Received	Background Check Submitted	Background Check Completed	Notified Hiring Dept with Results
Date	Date	Date	Date

Issue Date: 10/2010

Equal Opportunity/Affirmative Action Employer

VOLUNTARY AFFIRMATIVE ACTION INFORMATION

In an effort to comply with requirements regarding government record keeping, reporting and other legal obligations, we ask that you complete this applicant data survey. This information is voluntary and will be used in a nondiscriminatory manner consistent with applicable civil rights laws. Please be advised that your survey is **not** a part of your official application for employment. All information received will be kept confidential and will not be used in any hiring decision. Please remit this form to the Cameron University Personnel Office, 2800 W Gore Blvd., Lawton, OK 73505-6377.

Date: _____ **Department/Position Applying For:** _____

Name: (optional): _____
Last
First
Middle Initial

Sex: Male Female

- Race:** **White** -A person having origins in any of the original peoples of Europe, North Africa or the Middle East (except those of Hispanic origin)
- Black**-A person having origins in any of the black groups of Africa (except those of Hispanic origin)
- Hispanic**- A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- Asian or Pacific Islander**- A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India, and Vietnam.
- American Indian or Alaskan Native**- A person having origins in any of the original peoples of North America or who maintains cultural identification through tribal affiliation or community recognition.

Veteran Status: In some cases, veteran status may fall into more than one category.

- Not a Veteran
- Special Disabled Veterans
- Veteran of the Vietnam-era
- Newly Separated Veterans
- Other Protected Veterans

How did you find out about this job opening? (Please specify where indicated)

- College Employee (Jobline, Website or Internal Notice of Vacancy)
- Advertisement (Newspaper)
 - Lawton Constitution
 - The Chronicle of Higher Education
 - Other: _____
- Private Employment Service:
- Public Employment Agency (Oklahoma State Employment Service)
- HigherEdJobs.com or Professional Journal/Publication: _____
- Other: _____

Cameron University is an equal opportunity/affirmative action employer and in compliance with all applicable Federal and State laws and regulations does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices or procedures. This includes but is not limited to admissions, employment, financial assistance and educational services.

Equal Opportunity/Affirmative Action Employer