



Mississippi Valley State University  
**DEPARTMENT OF HUMAN RESOURCES**

14000 HWY 82 West ♦ Box 7260 ♦ Itta Bena, MS 38941 ♦ [www.mvsu.edu](http://www.mvsu.edu)  
662-254-3531 (phone) • 662-254-3784 (fax)

## APPLICATION FOR EMPLOYMENT

To apply for a position at Mississippi Valley State University, each applicant is asked to complete and submit the following:

- ❖ Application for Employment Package
  - Employment Application
  - MVSU Consent, Authorization Release Form
  - Voluntary Applicant Information Form
- ❖ Resume and/or Curriculum Vitae
- ❖ 3 Letters of Professional Recommendation
- ❖ Official Academic Transcript(s) are required for Faculty, Professional and Executive Management positions. Official Academic Transcripts are also required for staff positions that require an academic degree.

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Mail complete application packet to:

**Mississippi Valley State University  
Human Resources Department  
14000 Hwy 82 West  
Box 7260  
Itta Bena, MS 38941-1400**

1. Please type or print your application in blue or black ink.
2. Complete all sections thoroughly, sign and date your application
3. Incomplete applications will not be considered.
4. Our office hours are 8:00 AM – 5:00 PM Monday through Thursday and 8:00 AM – 4:00 PM on Friday.
5. All positions remain open for a minimum of 7 calendar days.
6. If it is determined that your application meets the minimum qualifications for the position of interest, your application materials will be forwarded to the hiring department for additional screening and possible interviewing. If you are to be interviewed, the hiring department will contact you directly.
7. All application materials will be considered the property of Mississippi Valley State University and will not be returned.
8. Applications will remain active for one (1) year.

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**NOTE:** Upon receipt of a complete application for employment packet, the hiring department will begin the review process.

*It is the policy of Mississippi Valley State University to fill all job vacancies with the best qualified person available.*

*Applicants are considered for all positions and are treated without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or disability.*

*Mississippi Valley State University is an Equal Opportunity Employer.*

# MISSISSIPPI VALLEY STATE UNIVERSITY

## VOLUNTARY APPLICANT INFORMATION FORM

*Completion of the Voluntary Applicant Information Form is voluntary and will aid us in complying with federal regulations. The information received will not be used to influence hiring decisions.*

The information being requested below will help MVSU comply with government record keeping, reporting and other legal requirements.

Providing the requested information is voluntary and will not affect your opportunity for employment or terms or conditions of employment. Refusal to provide this information will not have any bearing on your application, influence any hiring decisions or subject you to any adverse treatment. This form will be used for EEO-1 reporting purposes only and will be kept separate from all other personnel records only accessed by the Human Resources Department.

Social Security Number: \_\_\_\_\_ Application Date: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Job Title: \_\_\_\_\_

**Gender** (check one option):  Male  Female

**Race / Ethnicity** (Please check one of the descriptions below corresponding to the ethnic group with which you identify)

- |   |   |
|---|---|
| <input type="checkbox"/> <b>Hispanic or Latino</b> – Any person of Cuban, Mexican, Puerto Rican, south or Central American, or other Spanish culture or origin regardless of race.                    | <input type="checkbox"/> <b>Asian (Not Hispanic or Latino)</b> – Any person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands. |
| <input type="checkbox"/> <b>White (Not Hispanic or Latino)</b> – Any person having origins in any of the original peoples of Europe, the Middle East or North Africa.                                 | <input type="checkbox"/> <b>American Indian or Alaska Native (Not Hispanic or Latino)</b> – A person having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment.                          |
| <input type="checkbox"/> <b>Black or African American (Not Hispanic or Latino)</b> – Any person having origins in any of the black racial groups of Africa.   | <input type="checkbox"/> <b>Two or More Races (Not Hispanic or Latino)</b> – All persons who identify with more than one of the above five races.   |
| <input type="checkbox"/> <b>Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)</b> – Any person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands. |   |

# MISSISSIPPI VALLEY STATE UNIVERSITY

## CONSENT, AUTHORIZATION, RELEASE AND HOLD HARMLESS

I, \_\_\_\_\_ desiring to obtain employment with Mississippi Valley State University (MVSU), do hereby consent to and authorize MVSU and/or any representative of the University, to obtain, verify and exchange information on any reports concerning me as maintained by, but not limited to the following: criminal history records from any criminal justice agency in any or all federal, state, city and county jurisdictions; State Department of Motor Vehicle/Driver's License Records (when job duties require operation of state vehicles on a regular basis) military national personnel record center, educational institution, any individual, company, firm, corporation, present and/or employers of public agencies.

I understand the MVSU may consider any information obtained in their sole discretion, as a factor in decisions made, with respect to the employment for which I am applying.

Furthermore, I hereby release and hold harmless agents and affiliates of MVSU and/or any representative or the University but not limited to the following: The board of directors, officers, directors and employees of any of the above mentioned organizations that shall provide information to Mississippi Valley State University and/or representatives from the University, upon request from and against all claims, suit or expenses from or related to the content validity and handling of said reports.

I agree that a photocopy or telephonic facsimile of this authorization shall be as valid as the original.

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

\_\_\_\_\_  
Date

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**APPLICATION FOR EMPLOYMENT**

If you are an individual with a disability and need reasonable accommodation to participate in the hiring process, please contact the Department of Human Resources at 662-254-3531. **Applicants must complete the following questions completely, even if attaching a resume.**

POSITION APPLYING FOR: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ Application Date: \_\_\_\_\_

**PERSONAL INFORMATION**

Preferred Salutation:  Mr.  Mrs.  Ms.  Dr. Social Security Number: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle Other/Maiden

Present Address: \_\_\_\_\_  
Street City State Zip County Length of Residence

Permanent Address: \_\_\_\_\_  
(If different from above) Street City State/Country Zip

Home Phone: \_\_\_\_\_ Contact Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Have you ever worked for Mississippi Valley State University (MVSU) before?  YES  NO  
If yes, provide job title, department and dates of employment \_\_\_\_\_

Are you currently working for MVSU?  YES  NO  
If yes, provide job title, department and date hired. \_\_\_\_\_

Are you a citizen of the United States?  YES  NO If NO, do you hold the legal right to be employed in the United States?  YES  NO  
If you are not a citizen of the United States but have the legal right to be employed, please provide your VISA NUMBER \_\_\_\_\_  
If hired, you will be required to submit proof of identity and eligibility to work in the United State as required by the Immigration Reform and Control Act of 1986.

**EDUCATIONAL HISTORY**

Are you currently registered to attend classes at MVSU?  YES  NO Are you currently registered to attend classes at any other Educational Institutions?  YES  NO  
If yes, number of hours enrolled: \_\_\_\_\_ Class Days / Times: \_\_\_\_\_

SCHOOL NAME & ADDRESS	DATES OF ATTENDANCE	GRADUATED YEAR / TERM	DEGREE EARNED	CURRICULUM MAJOR / MINOR	CREDIT HOURS COMPLETED
<b>HIGH SCHOOL</b>					
<b>COLLEGE OR UNIVERSITY - UNDERGRADUATE</b>					
<b>COLLEGE OR UNIVERSITY - GRADUATE</b>					
<b>COLLEGE OR UNIVERSITY - POST DOCTORAL</b>					
<b>OTHER TRAINING - MILITARY, TRADE, NIGHT AND/OR CORRESPONDENCE</b>					

Professional Certifications / Licenses \_\_\_\_\_

Awards, Honors, Professional Memberships, etc. \_\_\_\_\_

## RECORD OF EMPLOYMENT

MVSU confirms dates of employment, positions held and reasons for leaving with prior employers. Explain any gaps in employment and other information relevant to eligibility, qualifications, and suitability with prior employers in the Additional Information Section. Begin with most recent / present employment.

<b>1</b>	Employer's Name: _____	Dates of Employment (mo. /yr.) From: _____ To: _____
	Address: _____	<input type="checkbox"/> Full Time <input type="checkbox"/> Part-time _____% <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal
	Type of Business: _____	Your Job Title: _____
	Starting Pay: \$ _____ Per _____	Final Salary: : \$ _____ Per _____
	Supervisor's name and position: _____	Phone No.: _____
	Brief description of your work and responsibilities (attach additional sheet if necessary):  Reason for leaving? _____	
<b>2</b>	Employer's Name: _____	Dates of Employment (mo. /yr.) From: _____ To: _____
	Address: _____	<input type="checkbox"/> Full Time <input type="checkbox"/> Part-time _____% <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal
	Type of Business: _____	Your Job Title: _____
	Starting Pay: \$ _____ Per _____	Final Salary: : \$ _____ Per _____
	Supervisor's name and position: _____	Phone No.: _____
	Brief description of your work and responsibilities (attach additional sheet if necessary):  Reason for leaving? _____	
<b>3</b>	Employer's Name: _____	Dates of Employment (mo. /yr.) From: _____ To: _____
	Address: _____	<input type="checkbox"/> Full Time <input type="checkbox"/> Part-time _____% <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal
	Type of Business: _____	Your Job Title: _____
	Starting Pay: \$ _____ Per _____	Final Salary: : \$ _____ Per _____
	Supervisor's name and position: _____	Phone No.: _____
	Brief description of your work and responsibilities (attach additional sheet if necessary):  Reason for leaving? _____	

## ADDITIONAL INFORMATION

How did you hear about this position? \_\_\_\_\_ Do you have any relatives who presently work for MVSU?  YES  NO

If yes, provide name, relationship, and department.

List special skills relevant to the position and years of experience (i.e., management or supervisory experience).

List computer-related skills and years of experience. Specify software and hardware experience.

List other equipment and/or office machine operation and years of experience as it pertains to this position.

Shorthand WPM \_\_\_\_\_

Word Processing WPM \_\_\_\_\_

Are you applying for a job that requires a Drivers License?  YES  NO If yes please complete: the following:

License Number \_\_\_\_\_ Class \_\_\_\_\_ State \_\_\_\_\_

Have you ever been convicted of anything other than minor traffic violations?  YES  NO If yes please explain.

**Note:** A conviction will not necessarily bar you from employment. Each conviction will be judged on its own merits with respect to time, circumstance and seriousness. Please give any information which may more fully describe your qualifications, skills, experience, education, background and interests.

## CONDITIONS OF EMPLOYMENT

In submitting this application, I understand that false statements will disqualify me for employment or cause my subsequent dismissal. I also understand that, if accepted for employment, I shall be required to provide proof of identity and eligibility to work in the United States (in compliance with the Immigration Reform & Control Act of 1986). In connection with this application, I authorize all corporations, companies, credit agencies, education institutions, persons, law enforcement agencies, military services, and former employers to release information that they may have about me to Mississippi Valley State University (MVSU) or its agents and release them from any liability for doing so. However, I specifically waive any right I have to receive or examine a copy of any written communication regarding employment furnished by any former or current employer of mine. This authorization, in original or copy form, shall be valid for this and any future reports that may be requested. I further understand and agree that, if employed by the university, I will have no expectation of privacy in desks, files, locker, vehicles, or any other property owned by the university. If I accept employment as a non-exempt employee, I agree to work overtime when requested to do so and I understand that employment is probationary for a period of six months, and that successful completion of probation does not guarantee permanent employment. Notice: If you are interviewed or selected as a finalist for a position with MVSU, your application and resume are considered "public records".

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