



APPLICATION FOR EMPLOYMENT

200 I Street NE
Miami, OK 74354-6497

TO APPLICANT: We sincerely thank you for interest in Northeastern Oklahoma A&M College and assure you that we are interested in your qualifications. A complete and clear understanding of your background and work history will aid us in placing you in the position that best meets your qualifications and may assist us in possible future upgrading.

POSITION:		
Last Name:	First Name:	MI:
Street Address:		
City:	State:	Zip Code:
Home Phone:	Work Phone:	Message#:
Are you authorized to work and remain in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you have a valid license ? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you ever been employed by NEO A&M? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, from _____ to _____
Position(s) held:	Location:	
Position(s) held:	Location:	
Position(s) held:	Location:	
Are you related to any NEO A&M employee? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, name:	Relationship:	Location:
Have you ever been convicted of a crime?* <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, give details including charges, dates, and locations. (A conviction will not necessarily disqualify an applicant from the position sought.)		
Are you a U.S. military service veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No		Honorable Discharge <input type="checkbox"/> Yes <input type="checkbox"/> No

*"Convicted of a crime" means entry of a final judgment on a verdict or a finding of guilty, or a plea of nolo contendere, in a court of competent jurisdiction in a criminal case, regardless of whether an appeal is pending or could be taken. Conviction does NOT include a final judgment that has been expunged by pardon, reversed, set aside, or otherwise rendered invalid.

EDUCATION: Check highest grade completed

High School: 9 10 11 12 Graduate? Yes No GED? Yes No

College or University Name and Location	Credit Hours		Major	Degree
	Sem	Qtr		

Other Training: Name and address of school(s)	Course of Study	Diploma/Certificate

List Current Licenses/Professional Registrations/Certifications	State	Expiration Date

Professional Memberships (Do not include those that indicate race, color, origin, sex, age, or religious beliefs.)

Office and Clerical Skills

USER SKILL: (Word processing, spreadsheets, presentations): Beginner Intermediate Advanced

COMPUTER SKILLS: List the computer software programs and hardware with which you are proficient.

SOFTWARE	HARDWARE

EMPLOYMENT HISTORY: Show complete experience in each position beginning with your current or last position, including military experience. If you have more than one position with the same employer, list each separately. *A resume may be attached, but will not be accepted in lieu of completing the employment record.*

Employer: _____ Employment Dates From: _____ To: _____

Your Job Title: _____

Address: _____

Supervisor: _____ Title: _____ Phone: _____

Description of Work: _____

Reason for Leaving: _____ May we contact this employer? Yes No

Employer: _____ Employment Dates From: _____ To: _____

Your Job Title: _____

Address: _____

Supervisor: _____ Title: _____ Phone: _____

Description of Work: _____

Reason for Leaving: _____ May we contact this employer? Yes No

Employer: _____ Employment Dates From: _____ To: _____

Your Job Title: _____

Address: _____

Supervisor: _____ Title: _____ Phone: _____

Description of Work: _____

Reason for Leaving: _____ May we contact this employer? Yes No

Employer: _____ Employment Dates From: _____ To: _____

Your Job Title: _____

Address: _____

Supervisor: _____ Title: _____ Phone: _____

Description of Work: _____

Reason for Leaving: _____ May we contact this employer? Yes No

REFERENCES: Please list the names and telephone numbers of three professional references (co-workers, customers, and/or supervisors other than those listed above).

Name	Relationship	Telephone Number

PLEASE READ CAREFULLY

Northeastern Oklahoma A&M College does not discriminate in hiring or in the terms or conditions of employment on the basis of race, color, religion, sex, national origin, Vietnam-era veteran, disability status or sexual orientation. Federal law prohibits discrimination on the basis of age against persons 40 and older. No question on this application is intended to secure information to be used for such discrimination.

APPLICATION ACKNOWLEDGMENT

I hereby authorize Northeastern Oklahoma A&M College to investigate my background, references, employment record, and other matters related to my suitability for employment. This may include a criminal background check and a check on my driving record. I also authorize my former employers or any third party to disclose to NEO A&M all reports and other information relation to by suitability for employment, personal and otherwise, without giving me prior notice of such disclosure. I hereby release NEO A&M, former employers, and all references listed above from any and all claims, demands, or liabilities arising out of or related to such investigation or disclosure.

- I understand that employment into a driving position is dependent upon a safe driving record.
- I understand that employment into a short term or temporary position may be terminated without cause at any time.
- I understand falsification or omission of facts is sufficient cause for dismissal if an applicant is hired, regardless of the date of discovery.
- My signature below asserts that all information given in this application is true, and acknowledges my understanding and agreement with all material and conditions as stated.

Applicant Signature

Date

EQUAL EMPLOYMENT OPPORTUNITY SURVEY NORTHEASTERN OKLAHOMA A&M COLLEGE

Date: _____

TO ALL APPLICANTS

COMPLETION OF THE PAGE IS OPTIONAL

Northeastern Oklahoma A&M College is an Equal Opportunity Affirmative Action Employer and complies with all applicable federal and state regulations. We are required to solicit the information indicated below. This information is kept for statistical reporting Federal EEO/AA requirements. Once received, this information will be kept separate from your application materials and will be treated in a highly confidential manner.

INSTRUCTIONS:

1. Print your name in the space provided.
2. Print the position title/or discipline title (Faculty Pool) for which you are applying.
3. Indicate the appropriate responses listed below.

Name: (Last, First, MI)	Security Number
POSITION/DISCIPLINE APPLIED FOR	DEPARTMENT/COLLEGE/FACULTY POOL

ETHNICITY

- (1) White (not of Hispanic Origin): A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- (2) Black (not of Hispanic Origin): A person having origins in any of the Black racial groups of Africa.
- (3) Hispanic: A person of Mexican, Puerto Rican, Cuban, Central or South America, or other Spanish culture or origin, regardless of race.
- (4) Asian or Pacific Islander: A person having origins in any original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, Samoa, India, Pakistan, and Bangladesh.
- (5) American Indian or Alaskan Native: A person having origins in any of the original peoples of North America who maintains cultural identification through tribal affiliation or community recognition.

GENDER

- Male Female

Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act

President G.H. Bush signed the Student Right-to-Know and Crime Awareness and Campus Security Act of 1990 into law on November 8, 1990. The Act requires all postsecondary institutions participating in Federal Student Aid Programs to disclose campus security policies and certain crime statistics on a yearly basis to current as well as prospective students, faculty and employees.

Such information for Northeastern Oklahoma A&M College is reported and maintained in the Annual Campus Security Report that is linked below.

This report includes statistics for the previous three years concerning reported crimes that occurred on-campus ; in certain off-campus buildings or property owned or controlled by NEO; and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other means. A copy of this report is available by contacting Mary Jane Waggoner. To contact via [email click here](#), or you can call 918540-6373.

The full text of this Act, as well as statistics, is available at:

<http://www.neoam.edu/~srtk/police.html>