



Marshall University Educational Equivalency Form

Instructions:

The information requested in the form below is required of all **Marshall University** applicants who do not possess the stated minimum educational qualifications and are pursuing consideration on the basis of “significant job related experience”. Candidates making application on the basis of work experience shall submit this form as well as all other materials specified under **Job Description** on the job posting. Additional pages may be attached supporting your responses below.

Your completed application and form may be submitted to the Director of Human Resource Services for the position listed for review. If the HR Director determines your work experience/qualifications are considered equivalent to the specified [minimum educational qualifications](#), then your application for the position will be forwarded to the chair of the search committee for consideration. **Please note:** the completion of this form does not guarantee equivalency. If equivalency is denied, **you will not** be considered as a qualified candidate for this position and there is no appeals process available. **Please note that this form applies only to applicants applying for Marshall University positions. It is not to be used for Marshall University Research Corporation (MURC) positions.**

Applicant Name:	
Position Title:	

Relevant Professional/Work Experience:				
Experience that should be considered to determine educational equivalency. Please attached a detailed description of the duties performed.				
Employer:	Job Title:	Dates of Employment:	Full-Time/Part-Time	
			F/T	P/T
			F/T	P/T
			F/T	P/T
			F/T	P/T
			F/T	P/T
Total Years of related experience (Full and Part-Time Combined)				

Please attach other related items to form:
<p>Relevant Accomplishments that should be considered to determine significant job related experience. (This could include seminars, professional performance, honors/awards, etc.).</p> <p>Specialized skills, knowledge, and abilities that should be considered to determine significant job related experience.</p> <p>Please write a summary (not to exceed one page) explaining how your past experience is significantly related to the position in which you are applying.</p>

<p>I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE THE FOREGOING STATEMENTS AND CONTENTS OF DOCUMENTS PROVIDED BY ME ARE COMPLETE, TRUE AND CORRECT, AND IF EMPLOYED, I UNDERSTAND THAT I MAY BE SUBJECT TO DISMISSAL IF THEY ARE FOUND TO BE UNTRUE OR INCORRECT. I ALSO UNDERSTAND THAT IT IS MY COMPLETE RESPONSIBILITY TO PROVIDE ALL INFORMATION NECESSARY TO BE CONSIDERED FOR EDUCATIONAL EQUIVALENCY BASED ON MY PAST WORK EXPERIENCE.</p>	
Signature _____	Date _____

Submit this for to the Director of Human Resource Services, Old Main 207.
This document and any attachments will become part of the Personnel File if hired by Marshall University.