



**Human Resource Services POLICY RESOURCES**

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Applies to:	<b>Marshall University</b>
Title:	<b>Application for Employment</b>
Number:	<b>MU-HR-30</b>
Effective Date:	06/01/00
Last Revision Date:	05/01/06

Recruiting for Marshall University Fair Labor Standards Act (FLSA) non-exempt positions is conducted by Human Resource Services (see policy and procedure on Human Resources Support). Completion of the standard Human Resource Services employment application is required for all bids for FLSA non-exempt positions. The employment application was revised in March 1988. The revised employment application (available from Human Resource Services or by download from the Human Resource Services web site) is identified by the phrase "MAR 98" or later in the lower left-hand corner of the first page. Earlier versions of the employment application will not be accepted.

The standard employment application can be maintained in an active status for up to one year from date of original completion. Bidders may update a standard employment application by reviewing the form and making any necessary amendments to bring it up to date with regard to employment history, academic preparation, licenses, etc. Updates must be validated by a new signature and the date on which it was reviewed and updated. Any employment applications submitted for FLSA non-exempt vacancies must either be one year old or less or must bear a signature and date of update that is less than one year old at date of tender. Calculations of length of experience or length of academic preparation for purposes of establishing eligibility will only be made up to the date the application was originally signed or the date on which an update signature and date was placed on it.

Questions or requests for assistance with regard to the Application for Employment may be directed to Human Resource Services in 207 Old Main, by phone to (304) 696-6455, or by e-mail to: [human-resources@marshall.edu](mailto:human-resources@marshall.edu).

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