



**Marshall University  
HUMAN RESOURCE SERVICES**

207 Old Main  
One John Marshall Drive  
Huntington, WV 25755

Phone: (304) 696-6455, E-mail: [recruiting@marshall.edu](mailto:recruiting@marshall.edu)



**INFORMATION FOR APPLICANTS:**

Thank you for your interest in Marshall University as a prospective employer. We request that you carefully read the following information before completing the attached application.

**APPLICATION** - It is essential that you complete the attached forms thoroughly and accurately. If more space is needed, supplemental sheets may be added. A complete application enables the Human Resource Services staff and hiring authorities to properly assess your qualifications.

**ACTIVE STATUS** – Your application is active for a one-year period. Additions, deletions or changes to this application must be made in person by you. Information contained herein, including attached materials, photos, documents, and anything requested or submitted as part of the application will be considered confidential and is the property of Marshall University.

**RESUME** - You may wish to attach a resume to the application. If so, all information called for in the application form must be entered on the application. Do not list "see resume" on the application.

**APPLICATION PROCESS**

1. An applicant needs to complete only one application, which will be considered active for one year.
2. Applications must be received by the posted deadline, if any, for the position(s) desired.
3. It is the applicant's responsibility to notify Human Resource Services in writing of each and every position for which he/she wishes to be considered after the initial application has been submitted. E-mail requests for referral are acceptable subject to timeliness.
4. Any changes, additions, or deletions to the original application must be done in person by the applicant.
5. Human Resource Services reserves the right to request that applicants update their application in cases where additional experience or education has been gained since the application was originally submitted.

**APPLICATION STATUS** - Marshall University is not necessarily obligated to interview all qualified applicants. Because of the large number of applications we receive, it is not possible to respond personally to each inquiry.

**AFFIRMATIVE ACTION INFORMATION** - Completion of the Equal Opportunity Information Card is voluntary and information given on the card will be considered confidential.

**CUSTOMER SERVICE** - Human Resource Services is committed to providing recruiting services which are efficient and responsive to both the needs of applicants and hiring authorities. Feedback on the recruiting process is encouraged. Such feedback will have no effect on consideration of your application for employment. You may provide customer service feedback either by paper by requesting a form from your HR Services representative or by visiting the Human Resource Services web site, address below, and completing a Customer Feedback Form. The e-mail form is transmitted electronically to Human Resource Services.

**THIS PAGE** - Please remove this page from the Application for Employment before submitting your application. This page contains useful information, and applicants are encouraged to keep it. You might wish to note on this page the job title(s) for which you have applied.

<p><b>OFFICE OF EQUITY PROGRAMS</b> 207 Old Main (304) 696-2592</p>	<p><b>HR SERVICES JOB LINE</b> (304) 696-3644</p>
<p><b>HUMAN RESOURCE SERVICES</b> 207 Old Main (304) 696-6455 Hours: 8:00 a.m. - 5:00 p.m., Mon.-Fri.</p>	<p><b>WEB SITE</b> <a href="http://www.marshall.edu/human-resources/">http://www.marshall.edu/human-resources/</a> Link from this page to recruiting bulletins or to the Customer Feedback Form mentioned above.</p>

## Survey for Statistical Purposes Only

NAME: \_\_\_\_\_

DEPARTMENT POSITION TITLE: \_\_\_\_\_ SEARCH# \_\_\_\_\_

Completion of this form is voluntary. Refusal to provide information will not subject applicant to adverse treatment.

1. ETHNIC BACKGROUND (Check appropriate box):

- BLACK – Afro-American or African origin
- ASIAN OR PACIFIC ISLANDER – Japanese, Chinese, Korean, Indian Subcontinent or Pacific Islander origin
- HISPANIC – Mexican, Puerto Rican, Cuban, Central or South American origin
- WHITE (Non Hispanic) – European, North African or Middle Eastern origin
- AMERICAN INDIAN OR ALASKAN NATIVE

2. SEX  Female  Male

3. U.S. CITIZEN:  YES  NO

4. MILITARY SERVICE

Vietnam Era Veteran  YES  NO  
Disabled Veteran  YES  NO

5. HANDICAPPED;  
If so, indicate disability  YES  NO

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6. How did you learn about this vacancy

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Compliance with this request is consistent with Federal, State and local laws, and Marshall University Equal Employment Opportunity/Affirmative Action Policies.



A STATE UNIVERSITY OF WEST VIRGINIA  
AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

**APPLICATION FOR EMPLOYMENT**

Marshall University  
HUMAN RESOURCE SERVICES  
207 Old Main, One John Marshall Drive  
Huntington, WV 25755

Phone: (304) 696-6455, E-mail: recruiting@marshall.edu



Marshall University is committed to providing equal opportunities to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit. We are committed to equal opportunity and do not condone discrimination in particular based on race, color, sex, religion, age, sexual orientation, handicap, or national origin. Our commitment also applies to all educational programs and activities covered under Title IX which prohibits sex discrimination in higher education. Marshall University neither affiliates with nor grants recognition to any individual, group, or organization having policies that discriminate.

**PLEASE COMPLETE APPLICATION IN DARK INK OR TYPE.  
ADDITIONAL INFORMATION MAY BE ATTACHED.**

<b>PERSONAL INFORMATION</b>		
Full Name (Last, First, Middle):		
Social Security Number:		E-mail Address:
Telephone where you may be contacted:	Primary/Home:	Alternate Number(s):
Address (Street, P.O.Box, etc.):		
City, State, ZIP:		County of Residence:
Are you 16 years of age or older? [ ] Yes [ ] No		
Are you a U.S. citizen? [ ] Yes [ ] No		If no, indicate your visa status:
Have you ever pled guilty or been found guilty of a crime? Do not list arrests – only convictions. Do not list any routine traffic violation that did not result in suspension or revocation of driver's license. [ ] YES [ ] NO If YES, list crime, date, jurisdiction, and punishment. Attach additional sheet if necessary.		
Have you ever been employed by Marshall University? [ ] Yes [ ] No		
Which department?		From: To:
Job title at Marshall:		
Do you possess a valid driver's license? [ ] Yes [ ] No		State issuing license:
POSITION(S)/SEARCH # APPLYING FOR:		Date available for employment:
1.		
2.		
3.		
Please indicate appointment type you would accept:		Regular-status, Full-Time: [ ] Yes [ ] No
Regular-status, Part-Time: [ ] Yes [ ] No		Temporary, Casual, and/or Extra Help: [ ] Yes [ ] No
If Part-Time, indicate days and hours available for work:		

**MARSHALL UNIVERSITY APPLICATION FOR EMPLOYMENT, Continued**

**EDUCATION**

In the block below, circle the highest school grade completed:

<b>1 2 3 4 5 6 7 8 9 10 11 12</b>	OR Earned Equivalent GED? [ ] Yes [ ] No
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**POST HIGH SCHOOL EDUCATION** (You may be asked to provide a transcript):

Name/Location of School	FROM		TO		Major Courses	EARNED	
	MO	YR	MO	YR		Total Credits	Degree

**PROFESSIONAL LICENSES**

Registration Number:	State or Licensing Authority:	Expiration Date:
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**MILITARY SERVICE**

Dates, From (Mo/Yr):	To (Mo/Yr):	Job Title:
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Duties:	Reason for Leaving:
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**PROFESSIONAL AND EMPLOYMENT REFERENCES**

List at least three individuals who are acquainted with your academic, professional or employment background and who may be contacted during the recruiting process.

Name	Profession/Business	Address	Telephone

Please use this space to provide any additional information you consider important but which is not asked for elsewhere in the application.

**PLEASE READ CAREFULLY BEFORE SIGNING:** I hereby affirm that this complete Application for Employment contains no willful misrepresentations or falsifications. I am fully aware that should investigation at some time disclose any such misrepresentations or falsification, I would become subject to appropriate disciplinary action, which may include dismissal. I authorize any investigation of all statements contained in this application may be necessary in arriving at an employment decision and agree to hold Marshall University harmless from any information obtained. I realize it is my responsibility to complete fully all sections of the application and that failure to do so may result in my application not being considered for employment. As specified in the Immigration and Reform Control Act of 1986, if I am offered employment, I am aware that I will be required to prove my identity and verify my eligibility to work in the United States.

<b>Signature</b>	<b>Date</b>
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**ENTER MOST RECENT JOB FIRST**

APPLICANT'S NAME (Print) \_\_\_\_\_

Company name:	List major duties and estimated percentage time devoted to each:
Company address:	1. Duty:
Phone Number:	Approx. percentage of total work time spent on this duty:
Type of business:	2. Duty:
Supervisor's name:	
Your title:	Approx. percentage of total work time spent on this duty:
Employed from (Mo/Yr):	3. Duty:
To (Mo/Yr):	
Average hours per week employed:	Approx. percentage of total work time spent on this duty:
Reason for leaving:	4. Duty:
If you supervised employees, list number and title(s):	
	Approx. percentage of total work time spent on this duty:
May we contact this employer? [ ] Yes [ ] No	Additional remarks:

**ENTER SECOND MOST RECENT JOB**

Company name:	List major duties and estimated percentage time devoted to each:
Company address:	1. Duty:
Phone Number:	Approx. percentage of total work time spent on this duty:
Type of business:	2. Duty:
Supervisor's name:	
Your title:	Approx. percentage of total work time spent on this duty:
Employed from (Mo/Yr):	3. Duty:
To (Mo/Yr):	
Average hours per week employed:	Approx. percentage of total work time spent on this duty:
Reason for leaving:	4. Duty:
If you supervised employees, list number and title(s):	
	Approx. percentage of total work time spent on this duty:
May we contact this employer? [ ] Yes [ ] No	Additional remarks:

**EMPLOYMENT HISTORY, CONTINUED**

APPLICANT'S NAME (Print) \_\_\_\_\_

Company name:	List major duties and estimated percentage time devoted to each:
Company address:	1. Duty:
Phone Number:	Approx. percentage of total work time spent on this duty:
Type of business:	2. Duty:
Supervisor's name:	
Your title:	Approx. percentage of total work time spent on this duty:
Employed from (Mo/Yr):	3. Duty:
To (Mo/Yr):	
Average hours per week employed:	Approx. percentage of total work time spent on this duty:
Reason for leaving:	4. Duty:
If you supervised employees, list number and title(s):	
	Approx. percentage of total work time spent on this duty:
May we contact this employer? [ ] Yes [ ] No	Additional remarks:

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Reason for leaving:	4. Duty:
If you supervised employees, list number and title(s):	
	Approx. percentage of total work time spent on this duty:
May we contact this employer? [ ] Yes [ ] No	Additional remarks:

**EMPLOYMENT HISTORY, CONTINUED**

APPLICANT'S NAME (Print) \_\_\_\_\_

Company name:	List major duties and estimated percentage time devoted to each:
Company address:	1. Duty:
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Supervisor's name:	
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Employed from (Mo/Yr):	3. Duty:
To (Mo/Yr):	
Average hours per week employed:	Approx. percentage of total work time spent on this duty:
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	Approx. percentage of total work time spent on this duty:
May we contact this employer? [ ] Yes [ ] No	Additional remarks:

**EMPLOYMENT HISTORY, CONTINUED**

APPLICANT'S NAME (Print) \_\_\_\_\_

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Type of business:	2. Duty:
Supervisor's name:	
Your title:	Approx. percentage of total work time spent on this duty:
Employed from (Mo/Yr):	3. Duty:
To (Mo/Yr):	
Average hours per week employed:	Approx. percentage of total work time spent on this duty:
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