APPLICATION FOR PART-TIME EMPLOYMENT

RETURN TO: Human Resources Office, Dixie State University, 225 South 700 East, St. George, UT 84770 TEL (435) 652-7520 FAX (435) 656-4001

Dixie State University is an Affirmative Action/Equal Opportunity/Equal Access Employer

TYPE OR PRINT CLEARLY IN INK.
A separate application is required for each position and accepted only for open positions.
COMPLETE EACH ITEM FULLY. Do not submit a resume in lieu of an application.

Position desired: ___________________________ Date: ________________

Name: _______________________________________ Social Security No. ____________________ (optional)

Address: _____________________________________ Home phone: ______________________

Street

City State Zip

Work phone: ______________________

Have you ever been employed by Dixie State University before: [ ] yes [ ] no If yes, complete the following:

Position: ___________________________ Department: ___________________ Dates: ________________

List any relatives who have worked at Dixie State University and their relationship to you:

__________________________ __________________________

EDUCATION: (Attach transcripts or copies of diplomas, licenses and certificates if required for a position)

(Circle the highest year completed):
High School  9 10 11 12 GED  Bus/Tech/Community/Jr. College  13 14
College/University  13 14 15 16  Graduate School  17 18 19 20

Degrees Earned (list highest first):

Degree: ___________________________ Major emphasis: ___________________________

Name and Location of the Institution: _____________________________________________

Degree: ___________________________ Major emphasis: ___________________________

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Degree: ___________________________ Major emphasis: ___________________________

Name and Location of the Institution: _____________________________________________

List any special licenses, certificates or training you have received related to the position for which you are applying.

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________
EXPERIENCE:

Beginning with your present or most recent experience, list four or more previous employers.
Are you willing to have your present employer contacted regarding your qualifications?  [ ] yes  [ ] no

Firm Name: ______________________________________  Supervisor: ____________________________
Address: ______________________________________  Phone: ________________________________
Job Title:  ______________________________________  Dates: ________________________________
Months Employed: ____ [ ] full-time  [ ] part-time  [ ] internship/volunteer  Hours Worked per Week: ____
Reasons for Leaving: ______________________________________________________________________
Duties:  ________________________________________________________________________________

Firm Name: ______________________________________  Supervisor: ____________________________
Address: ______________________________________  Phone: ________________________________
Job Title:  ______________________________________  Dates: ________________________________
Months Employed: ____ [ ] full-time  [ ] part-time  [ ] internship/volunteer  Hours Worked per Week: ____
Reasons for Leaving: ______________________________________________________________________
Duties:  ________________________________________________________________________________

Firm Name: ______________________________________  Supervisor: ____________________________
Address: ______________________________________  Phone: ________________________________
Job Title:  ______________________________________  Dates: ________________________________
Months Employed: ____ [ ] full-time  [ ] part-time  [ ] internship/volunteer  Hours Worked per Week: ____
Reasons for Leaving: ______________________________________________________________________
Duties:  ________________________________________________________________________________

Firm Name: ______________________________________  Supervisor: ____________________________
Address: ______________________________________  Phone: ________________________________
Job Title:  ______________________________________  Dates: ________________________________
Months Employed: ____ [ ] full-time  [ ] part-time  [ ] internship/volunteer  Hours Worked per Week: ____
Reasons for Leaving: ______________________________________________________________________
Duties:  ________________________________________________________________________________

Are you currently authorized to work in the United States (citizenship or appropriate visa)  [ ] YES  [ ] NO
If not a US citizen, complete visa information on application record form.
In order for Dixie State University to protect its populace and property, applicants are required to answer the following question:  Have you ever been convicted of a felony?  [ ] YES  [ ] NO
If yes, you are required to complete an additional form, available at the Human Resources Office.

I certify that the statements made by me in this application are true, complete and correct to the best of my knowledge.  I understand that false information made herein will result in disqualification or dismissal, if hired.  I authorize Dixie State University to investigate all statements made and implied in this application.  I also grant Dixie State University permission to contact references and previous employers, unless noted above.  I understand that I may omit any information requested which I feel is illegally discriminatory in nature.

_________________________________________  __________________________
Signature                                Date