



LANGSTON UNIVERSITY

Office of Human Resources

TO THE APPLICANT:

THANK YOU for your interest in employment at LANGSTON UNIVERSITY!

Langston University accepts applications for employment from all qualified candidates where written notices of specific employment opportunities have been made available internally and to appropriate external recruiting sources. Such notices will include a description of position requirements as well as closing dates for accepting resumes and completed applications forms.

In order to be considered for employment, we ask that you complete the Langston University "Application for Employment" form and return it along with a copy of your resume, official transcript(s)/certificate(s) of special training (if applicable), and three letters of recommendation. Credentials received after closing dates will not be considered. Applications for employment will be forwarded for completion to candidates who submit personal resumes in response to an external employment notice.

Complete applications credentials will be forwarded to the position screening committee for review and consideration.

If employed, the original documents used to complete the I-9 Form must be presented within three business days of your employment date. The official "Eligibility for Employment" Form (I-9 Form) will be verified and certified by the Human Resources Director.

Langston University, in compliance with Title VI of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990 and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability or status as a veteran in any of its policies, practices or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.

An Equal Opportunity / Affirmative Action Employer

P.O. Box 1205

Langston, OK 73050

(405) 466-2985



Langston University

Langston, Oklahoma

APPLICATION FOR EMPLOYMENT

TO APPLICANT: We sincerely thank you for your interest in Langston University 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 up grading

PERSONAL
(please print clearly)

DATE _____

NAME _____
Last First Middle

PRESENT ADDRESS _____
Number Street
City State Zip

TELEPHONE NUMBER (____) _____ (____) _____
Home # Cell #

SOCIAL SECURITY NUMBER _____

POSITION(S) APPLIED FOR _____

FULL - TIME _____ **PART - TIME** _____

SPECIFY DAYS AND HOURS, IF PART-TIME _____

MINIMUM PAY EXPECTED \$ _____

DATE AVAILABLE FOR WORK _____

WERE YOU PREVIOUSLY EMPLOYED BY LANGSTON UNIVERSITY? _____

IF YES, WHEN _____

AREA _____

POSITION _____

RECORD OF EDUCATION

INSTITUTION	LOCATION	COURSE OF STUDY	DATE OF GRADUATION
High School			
College* ()			
Master's Degree* ()			
Specialist Professional** ()			
Doctor's Degree* ()			
Other Study			
<i>Same type of Degree ()</i> <i>** Professional Mean CPA., ETC.</i>			

PERSONAL REFERENCES (NOT FORMER EMPLOYERS OR RELATIVES)
--

NAME AND OCCUPATION	ADDRESS	PHONE NUMBER

NAME AND OCCUPATION	ADDRESS	PHONE NUMBER

NAME AND OCCUPATION	ADDRESS	PHONE NUMBER

NAME AND OCCUPATION	ADDRESS	PHONE NUMBER

EMPLOYMENT

LIST BELOW ALL PRESENT AND PAST EMPLOYMENT, BEGINNING WITH YOUR MOST RECENT

Company Name, Address and Type of Business	From		To		Describe the work you did	Annual Salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.				
Telephone ()								

Company Name, Address and Type of Business	From		To		Describe the work you did	Annual Salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.				
Telephone ()								

Company Name, Address and Type of Business	From		To		Describe the work you did	Annual Salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.				
Telephone ()								

Company Name, Address and Type of Business	From		To		Describe the work you did	Annual Salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	M o.	Yr.				
Telephone ()								

AWARDS, HONORS, ETC.

List Extra Curricular Activities Which Can Be Handled Effectively

LIST MEMBERSHIPS IN PROFESSIONAL ORGANIZATIONS:

LIST ANY SPECIAL HONORS RECEIVED:

PUBLICATIONS AND RESEARCH WRITINGS:

The facts set forth in my application for employment for Langston University are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. I agree that if elected I will abide by the rules and regulations of Langston University as regards personnel and will seek in every way to cooperate in the promotion of the institution.

Langston University is hereby authorized to make any investigation of my personal history and financial and credit records through any investigative or credit agencies or bureaus of Langston University choice.

In making this application for employment, I authorize Langston University to contact any of the personal or professional references I have listed in this application

SIGNATURE OF APPLICANT

AFFIRMATIVE ACTION STATEMENT

Langston University, in compliance with Title VI of the Civil Rights act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990 and other federal laws and regulation, does not discriminate on the basis of race, color, national origin, sex age, religion, disability or status as a veteran in any of its policies, practices or producers. This includes, but is not limited to, admissions, employment, financial aid, and educational services

Revised 2012