

Plymouth State UNIVERSITY

Human Resources Office * 17 High Street, MSC#14 * Plymouth, New Hampshire * 03264

INSTRUCTIONS/INFORMATION FOR APPLICANTS

1. **ONLINE APPLICATION.** Please be sure to first save this document to your computer before completing. You will then need to attach the application as directed in the online application process.
2. **REVIEW/CONSIDERATION.** Your application must provide complete and detailed descriptions of your work experience so we can accurately review and consider your candidacy for the vacancy. When a certain number of years of experience are specified as a job qualification, the *full-time equivalent* is required. For example, a person who worked four years of part-time experience is considered to have two years of full-time equivalent. While you may attach a curriculum vitae/resume and/or letters of recommendation as supplemental documentation, it is still necessary for you to fully complete the Employment History section of the application form.
3. **DISABILITY.** Any person with a disability who needs accommodations during any phase of the recruitment process is encouraged to contact the Human Resources Department in advance.

Last name _____ First Name _____ Middle _____

Address _____ Telephone _____

City _____ State _____ Zip _____ Desired Salary _____

Type Of School	Name And Location Of School	Course Major	Circle Last Year Completed	Did You Graduate?	List Degrees	Average Grade
High School				<input type="checkbox"/> Y <input type="checkbox"/> N		
GED				<input type="checkbox"/> Y <input type="checkbox"/> N		
Trade/Technical			1 2 3 4	<input type="checkbox"/> Y <input type="checkbox"/> N		
Undergraduate			1 2 3 4	<input type="checkbox"/> Y <input type="checkbox"/> N		
Graduate			1 2 3 4	<input type="checkbox"/> Y <input type="checkbox"/> N		

Employment History - Work Experience

Present/Last Employer _____ Type of business _____

Address _____ Telephone # _____

Supervisor (Name/Position) _____ From _____ To _____

Last Salary/Rate _____ Job Title _____

Description of Job and Duties:

Reason for Leaving _____

Full-time Part-time Hours per week _____

Present/Last Employer _____ Type of business _____

Address _____ Telephone # _____

Supervisor (Name/Position) _____ From _____ To _____

Last Salary/Rate _____ Job Title _____

Description of Job and Duties:

Reason for Leaving _____

Full-time Part-time Hours per week _____

Present/Last Employer _____ Type of business _____

Address _____ Telephone # _____

Supervisor (Name/Position) _____ From _____ To _____

Last Salary/Rate _____ Job Title _____

Description of Job and Duties:

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Present/Last Employer _____ Type of business _____

Address _____ Telephone # _____

Supervisor (Name/Position) _____ From _____ To _____

Last Salary/Rate _____ Job Title _____

Description of Job and Duties:

Reason for Leaving _____

Full-time Part-time Hours per week _____

Please provide a brief explanation for any period of unemployment in your work history: