

Note: This form may not save correctly if you fill it out using your browser (Internet Explorer, Chrome, Firefox, etc.). Instead, download the file to your computer somewhere easy to find, such as the Desktop. Navigate to that location on your computer and open it from there using your system PDF viewer. We recommend the official, free [Adobe Reader](#).



Morehead State University Application for Student Employment

Position for which applying: _____

Name _____

Last

First

Middle Initial

Student ID # _____

Current Address _____

Street

City

State

Zip

E-mail Address _____

Home Phone # _____ Work Phone # _____ Cell # _____

If you are under age 18, state your age. _____

Do you have any relative(s) on the MSU Board of Regents? Yes No. If yes, list name(s) and relationship(s): _____

STATE LAW [KRS 164.360(2)] PROHIBITS THE EMPLOYMENT OF INDIVIDUALS WHOSE RELATIVE SERVES ON THE MOREHEAD STATE UNIVERSITY BOARD OF REGENTS.

Do you have any relative(s) working at MSU? Yes No. If yes, list name(s) and relationship(s): _____

Federal law requires that employers hire only individuals who are authorized to be lawfully employed in the United States. In compliance with such laws, MSU will verify the status of every individual offered employment. In this connection, all offers of employment are subject to verification of the applicant's identity and employment authorization, and it will be necessary for you to submit such documents as required by law to verify your identification and employment authorization.

Do you have the legal right to work and remain in the United States? Yes No

With regard to employment eligibility, will you require sponsorship of an employment or student-based visa classification by Morehead State University? Yes No

Have you ever plead guilty to, or been convicted by a judge or jury, of a felony, or do you have any pending felony charges? Yes No

You must report any felony, even if probation, parole, Alford Plea or pretrial diversion occurred. If you answered "yes" to the above question, please provide the details of each conviction or pending felony conviction below, including DATE (month/year), LOCATION (city, county, state), and NATURE of ALL felony convictions or pending felony convictions. Failure to list ALL felony convictions or pending felony convictions may be considered a falsification of this application and result in: the withdrawal of an offer of employment, restriction on applying for any other positions at the University, and/or termination from current employment with Morehead State University. It is not acceptable to substitute "will discuss in interview" for this information. Although traffic violations and misdemeanors do not have to be listed, please be advised that should you be guilty of these types of offenses and if they are job-related, this may result in the withdrawal of an offer of employment, restriction on applying for any other positions at the University, and/or termination from current employment with Morehead State University.

Nature of Offense(s): _____

When (Month/Year)? _____ Where? _____

Disposition: _____

*A conviction record will not necessarily be a bar to employment. This information will be used only for job-related purposes and only to the extent permitted by applicable law. For this type of employment, Kentucky state law requires a state and national criminal history background check as a condition of employment. Therefore, your signature on the Disclosure and Consent Concerning Consumer and Investigative Consumer Reports, which is part of this application, is required.

If you have previously been employed as a student employee at MSU, when? _____

WORK HISTORY INFORMATION: (If additional space is needed, provide document via an attachment)

Date Started: ____/____/____ Date Ended: ____/____/____ Still Employed? Yes No

Name of Employer: _____

Position Title: _____

Duties: _____

Supervisor's Name: _____ Contact Information: _____

May we contact this employer? Yes No If "no," why not? _____

Date Started: ____/____/____ Date Ended: ____/____/____ Still Employed? Yes No

Name of Employer: _____

Position Title: _____

Duties: _____

Supervisor's Name: _____ Contact Information: _____

May we contact this employer? Yes No If "no," why not?

LICENSES, CERTIFICATIONS & MEMBERSHIPS:

Please list any licenses, certifications, professional memberships, etc. relevant to the position for which you are applying. _____

PROFESSIONAL REFERENCES:

Reference 1

Name: _____ Position Title: _____

Contact Phone: _____ Contact E-mail: _____

Reference 2

Name: _____ Position Title: _____

Contact Phone: _____ Contact E-mail: _____

Federal Award Letter: If you received a Federal Work Study (FWS) award, please copy and paste the award letter text below. [Click here to log in to MyMoreheadState and find your Financial Aid Award letter.](#)



Attaching your Student Employment Application to your [Eagle CareerNet](#) profile.

1. Save your completed Student Employment Application to your computer using button on the left.
2. Log in to [Eagle CareerNet](#) at www.moreheadstate.edu/career.
3. Upload your saved Student Employment Application as an *Additional Document*.