



Morehead State University Application for Employment

Mission Statement – Office of Human Resources

The Morehead State University Office of Human Resources mission is to provide a full range of personnel services for faculty, staff and external clients. These services shall include recruitment, employment, retention, wage and salary management, benefits administration, staff professional development and policy formulation and revision. Services will be performed with the goal of ensuring that the mutual needs of both the University and its employees are fully considered and met. All of these services are predicated on providing the best possible support for the betterment of Morehead State University, its faculty, staff and students.

Morehead State University is an Equal Opportunity/Affirmative Action employer and is committed to providing equal educational opportunities to all persons regardless of race, color, national origin, age, religion, sex, sexual orientation, disabled veterans, recently separated veterans, other protected veterans, and armed forces service medal veterans, or disability in its educational programs, services, activities, employment policies, and admission of students to any program of study. In this regard the University conforms to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. This includes: Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Executive Orders 11246 and 11375, Equal Pay Act of 1963, Vietnam Era Veterans Readjustment Assistance Act of 1974, Age Discrimination in Employment Act of 1967, Sections 503 and 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, and Kentucky Revised Statutes 207.130 to 207.240. Any inquires should be addressed to: Chief Diversity Officer, Morehead State University, 202 Howell-McDowell, Morehead, KY 40351, 606-783-2022.

MOREHEAD STATE UNIVERSITY **“A MOUNTAIN OF OPPORTUNITIES”**

Submit completed application to: Office of Human Resources, Morehead State University,
101 Howell-McDowell Admin. Bldg., Morehead, KY 40351
Telephone Number (606) 783-2097
FAX Number (606) 783-5028

MOREHEAD STATE UNIVERSITY

APPLICATION FOR EMPLOYMENT

This is not a contract - offers to hire are contingent upon authorization by the President and approval by the Chief Diversity Officer and Director of Human Resources.

Position for which applying: _____

How did you learn of this job? _____

Name/SS# _____

Last

First

Middle Initial

Social Security #

Mr. Ms. Dr. Rev. Other: _____ MSU I.D. #, if known: _____

If you have educational/employment records under a different name, please indicate the name:

Current Address _____

Street

City

State

Zip

E-mail Address _____

Home Phone # _____ Work Phone # _____ Cell # _____

How did you learn of this job opening? _____

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 are 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-based visa classification by Morehead State University? Yes No

What type of work are you looking for? Full-Time Part-Time (If part-time, specify days and hours: _____)

If you are currently receiving Kentucky Teacher's Retirement System (KTRS) or Kentucky Employees Retirement System (KERS) benefits and you are selected for the position for which you are applying, your retirement benefits may be affected. If you are receiving KTRS benefits, from which employer did you retire?

If you have previously been employed by MSU, when? _____

Are you able and willing to perform the essential functions of the job for which you are applying, including travel, if necessary? Yes No

If no, indicate reason: Need Different Hours Need Different Days Need More Training Need an Accommodation Other (explain) _____

If there is anything that would prevent you from performing in a reasonable and safe manner the activities involved in the position for which you are applying, please explain: _____

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.

MILITARY SERVICE INFORMATION: Have you ever served in the U.S. Armed Forces?

Yes No (If "yes," list duties and special training that are relevant to the position for which you are applying. _____

EDUCATION: (Please attach a resume, if requested in job announcement.)

School/College/University 1

Name of School: _____

Address: _____

City

State

Zip

Diploma/Degree: _____

Major: _____ Did you graduate? Yes

If attending, provide anticipated graduation date: ____/____/____

School/College/University 2

Name of School: _____

Address: _____

City

State

Zip

Diploma/Degree: _____

Major: _____ Did you graduate? Yes

If attending, provide anticipated graduation date: ____/____/____

School/College/University 3

Name of School: _____

Address: _____

City

State

Zip

Diploma/Degree: _____

Major: _____ Did you graduate? Yes

If attending, provide anticipated graduation date: ____/____/____

School/College/University 4

Name of School: _____

Address: _____

City

State

Zip

Diploma/Degree: _____

Major: _____ Did you graduate? Yes

If attending, provide anticipated graduation date: ____/____/____

School/College/University 5

Name of School: _____

Address: _____

City

State

Zip

Diploma/Degree: _____

Major: _____ Did you graduate? Yes

If attending, provide anticipated graduation date: ____/____/____

School/College/University 6

Name of School: _____

Address: _____

City

State

Zip

Diploma/Degree: _____

Major: _____ Did you graduate? Yes

If attending, provide anticipated graduation date: ____/____/____

WORK HISTORY INFORMATION: (Please attach a resume, if requested in the job announcement.) List in order your current or last employer first. Account for your employment history and for any gaps in your employment. Also, describe the work performed.

Employment 1

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? _____

Employment 2

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? _____

Employment 3

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

Name of Employer: _____

Position Title: _____

Duties: _____

Employment 3 (Duties Continued)

Supervisor's Name: _____ Contact Information: _____

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

Employment 4

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? _____

Employment 5

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? _____

Employment 6

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. _____

WORK HISTORY SALARY WAGE INFORMATION:

Last Salary: _____ Per Hour: _____ Per Year: _____

PROFESSIONAL REFERENCES:

Reference 1

Name: _____ Position Title: _____

Contact Phone: _____ Contact E-mail: _____

Reference 2

Name: _____ Position Title: _____

Contact Phone: _____ Contact E-mail: _____

Reference 3

Name: _____ Position Title: _____

Contact Phone: _____ Contact E-mail: _____

CONDITIONS OF EMPLOYMENT:

1. The facts as stated on this application are true and correct. I understand that, if employed, false statements on this application may cause my immediate dismissal.
2. For this type of employment, Kentucky state law requires a state and national criminal history and background check as a condition of employment. Any employment that begins prior to review of the background check is subject to immediate cancellation if the background check is not satisfactory to the employer. I authorize such background and personal reports as deemed necessary to verify that the information I have supplied is true and accurate and to determine my fitness for this job and hold harmless those who have the responsibility to develop such a report. A copy of this authorization is as valid as the original.
3. I also understand that on the first day of my employment, I must provide information related to identity and employability. Failure to provide appropriate documentation for verification of employment eligibility may cause my immediate dismissal.
4. I understand that I may be required to work overtime as a condition of being employed.
5. In consideration of my employment, I agree to conform to the rules and regulations for employees. I understand I am an employee at will, and that this application is not a contract of employment with Morehead State University, and that my employment and compensation can be terminated, with or without cause, at anytime, at the option of either the University, or me. I understand that no representative of Morehead State University has the authority to enter into any verbal agreement for employment for any specified period of time or to make any agreement contrary to the foregoing unless

it is expressly titled "Employment Agreement" or "Memorandum of Agreement" and signed by both myself and an officer of Morehead State University.

6. I understand, if hired for full-time employment, I must participate in the Direct Deposit Program as a condition of employment.
7. I understand that I may be required to submit to a pre-employment and/or post-employment test for fitness and/or substance abuse, if not prohibited by law and if required for the position for which I am applying or hired.
8. Upon separation from employment, I authorize Morehead State University, to withhold from my final paycheck any monies owed to them by me (if not prohibited by law) for equipment, loans, products, services, materials or other assets in my possession not promptly returned.

First Name: _____ Middle Initial: _____ Last Name: _____

I agree to these conditions? Yes No

Applicant Signature: _____ **Date:** ____/____/____

**DISCLOSURE AND CONSENT CONCERNING CONSUMER
AND INVESTIGATIVE CONSUMER REPORTS**

This form, which you should read carefully, has been provided to you because Morehead State University (MSU) may request Consumer Reports and/or Investigative Consumer Reports from a consumer reporting agency. MSU will use any such report(s) solely for employment-related purposes.

Consumer Reports or Investigative Consumer Reports will be obtained from HireRight, Inc., located at 2100 Main Street, Suite 400, Irvine, CA 92614. They can be contacted at 800-400-2761. Any such reports may contain information bearing on your character, general reputation, personal characteristics, mode of living and credit standing. The types of information that may be obtained include, but are not limited to: credit reports, social security number, criminal records checks, public court records checks, including civil, driving records, educational records, verification of employment positions held, workers compensation records, personal and professional references, licensing, certification, etc. The information contained in these reports may be obtained by HireRight from private or public record sources including sources identified by you in your job application or through interviews or correspondence with your past or present coworkers, neighbors, friends, associates, current or former employers, educational institutions or other acquaintances.

For California residents, under section 1786.22 of the California Civil Code, you may view the file maintained on you by HireRight. You may also obtain a copy of this file, upon submitting proper identification and paying the costs of duplication services, by appearing at HireRight's offices in person, during normal business hours and on reasonable notice, or by mail; you may also receive a summary of the file by telephone. HireRight has trained personnel available to explain your file to you, including any coded information. If you appear in person, you may be accompanied by one other person, provided that person furnishes proper identification.

Your signature on this form indicates you have been provided with a copy of the "Summary of Your Rights Under the Fair Credit Reporting Act" prepared pursuant to 15 U.S.C. section 1681(g)(c). You have the right to request additional disclosures of the nature and scope of the investigation and a statement of your rights by contacting HireRight. If you have not been provided with the above referenced Summary, contact the Office of Human Resources at 606-783-2097 or Office of Enrollment Services at 606-783-2011 (students) to obtain a copy prior to providing consent below.

CONSENT

I have carefully read and understand this Disclosure and Consent form and, by my signature below, consent to the release of consumer and/or investigative consumer reports, as defined above, to MSU in conjunction with my application for employment. I further understand that any and all information contained in my job application or otherwise disclosed to MSU by me before, during or after my employment, if any, may be utilized for the purpose of obtaining the consumer reports or investigative consumer reports requested by MSU. I understand that if MSU hires me, they may request a consumer report and/or an investigative consumer report about me, as defined above, for employment-related purposes during the course of my employment. I understand that my consent will apply throughout my employment, to the extent permitted by law, unless I revoke or cancel my consent by sending a signed letter or statement to MSU at any time. This Disclosure and Consent form, in original, faxed, photocopied or electronic form, will be valid for any reports that may be requested by MSU.

First Name: _____ **Middle Initial:** _____ **Last Name:** _____

Current Address _____
Street _____ **City** _____ **State** _____ **Zip** _____

E-mail Address: _____ **Phone #:** _____

Applicant Signature: _____ **Date:** ____/____/____

CALIFORNIA, MINNESOTA AND OKLAHOMA APPLICANTS ONLY:

I wish to receive a free copy of any Consumer Report and/or Investigative Consumer Report on me that is requested. Yes No

HUMAN RESOURCES USE ONLY:

After a contingent offer of employment, you will be required to provide your social security number and birth date to a Morehead State University employment representative in order for a background check to be conducted. If we do not have this information as a result of your completion of the Voluntary Self-Disclosure Form, we will contact you for this information when needed.

Social Security #: _____ **Birthdate:** ____/____/____

Revised 11/17/2009

**A SUMMARY OF YOUR RIGHTS
UNDER THE FAIR CREDIT REPORTING ACT
(Applicant's Copy)**

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identify theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

TYPE OF BUSINESS: CONTACT:

Consumer reporting agencies, creditors and others not listed below:
Federal Trade Commission: Consumer Response Center – FCRA
Washington, DC 20580
877-382-4357

National banks, federal branches/agencies of foreign banks (work “National” or initials “N.A.” appear in or after bank’s name):

Office of the Comptroller of the Currency
Compliance Management, Mail Stop 6-6
Washington, DC 20219
800-613-6743

Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks):

Federal Reserve Board
Division of Consumer & Community Affairs
Washington, DC 20551
202-452-3693

Savings associations and federally chartered savings banks (word “Federal” or initials “F.S.B.” appear in federal institution’s name):

Office of Thrift Supervision, Consumer Complaints
Washington, DC 20552
800-842-6929

Federal credit unions (words “Federal Credit Union” appear in institution’s name):

National Credit Union Administration
1775 Duke Street
Alexandria, VA 22314
703-519-4600

State-chartered banks that are not members of the Federal Reserve System:

Federal Deposit Insurance Corporation
Consumer Response Center
2345 Grand Avenue, Suite 100
Kansas City, Missouri 64108-2638
877-275-3342

Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission:

Department of Transportation
Office of Financial Management
Washington, DC 20590
202-366-1306

Activities subject to the Packers and Stockyards Act, 1921:

Department of Agriculture
Office of Deputy Administrator – GIPSA
Washington, DC 20250
202-720-7051

VOLUNTARY SELF-DISCLOSURE STATEMENT

Compliance with this request is consistent with Federal Laws, State Statutes and Morehead State University Equal Employment Opportunity/Affirmative Action Policies. Completion of this form is voluntary, and information herein is to be used for statistical reporting and affirmative action efforts. Your cooperation will enable MSU to meet its obligation under all applicable regulations. If you choose not to provide the requested information, it will not subject you to any adverse treatment. Information provided will not become part of your application or your official personnel record and the information will be considered confidential.

Applicant's Full Name: _____

Social Security Number: _____ Birthdate: _____

Position applying for: _____

How did you learn of this position? _____

1. Do you consider yourself to be **Hispanic/Latino** (a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race)?

Yes No

In addition, select one or more of the following racial categories to describe yourself:

- American Indian or Alaska Native** - a person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- Asian** - a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African American** - a person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Pacific Islander** - a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White** - a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

2. Gender: Female Male

3. Citizenship Status: (check appropriate box)

- A Citizen or National of the United States
- A Lawful Permanent Resident (Alien # _____)
- An Alien Authorized to work until ____/____/____
(Alien # or Admission # _____)

4. U.S. Military Service: (check all appropriate boxes)

- Special Disabled Veteran** - refers to a veteran who is entitled to compensation (or who, but for the receipt of military retired pay, would be entitled to compensation) under laws administered by the Department of Veterans Affairs for a disability rated at 30 percent or more, or rated at 10 or 20 percent in the case of a veteran who has been determined by the Department of Veterans Affairs to have a serious employment handicap. The term also refers to a person who was discharged or released from active duty because of a service-connected disability.
- Veteran of the Vietnam Era** - refers to a person who served on active duty for a period of more than 180 days, and was discharged or released there from with other than a dishonorable discharge, if any part of such active duty occurred in the Republic of Vietnam between February 28, 1961, and May 7, 1975 or between August 5, 1964, and May 7, 1975, in all other cases. The term also refers to a person who was discharged or released from active duty for a service-connected disability if any part of such active duty was performed in the

Republic of Vietnam between February 28, 1961, and May 7, 1975, or between August 5, 1964, and May 7, 1975, in all other cases.

- Recently Separated Veteran - refers to any veteran during the one-year period beginning on the date of such veteran's discharge or release from active duty.
- Other Protected Veteran - refers to a veteran who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, under the laws administered by the Department of Defense.
- Disabled Veteran - refers to: (1) a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or (2) a person who was discharged or released from active duty because of a service-connected disability.
- Recently Separated Veteran - refers to any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.
- Armed Forces Service Medal Veteran - refers to any veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985(61FR1209).
- I am not a Veteran of the U.S. Military.

VOLUNTARY SELF-DISCLOSURE FOR PERSONS WITH DISABILITIES

Morehead State University supports all federal laws, state statutes and regulations, which require employers to ensure that no qualified individual with a disability shall be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any employment related matter. Disclosure of this information is also voluntary. Information obtained will not become part of your application or your official personnel record and will be considered confidential. If you choose not to provide the requested information, it will not subject you to any adverse treatment. Certain supervisors and managers may be informed on a need-to-know basis regarding restrictions on duties in order to make any reasonable accommodation(s) that would enable you to perform the essential functions of a job. First aid or safety personnel may be informed, where appropriate, if the condition may require any emergency treatment, and government officials may be informed as required.

Federal Regulations define a person with a disability as an individual who:

- a) Has a physical or mental impairment that substantially limits one or more of his/her major life activities,
- b) Has a record of such an impairment, or
- c) Is regarded as having such an impairment.

Examples include, but are not limited to: loss of an arm, leg, or a disease or condition which affects the heart, brain, vision, speech, hearing, or emotional well-being of an individual. With regard to disability, check appropriate box.

Not Disabled Disabled

Identify any physical or mental impairment(s) or explain your record of such impairment(s) or your being regarding as having such impairment(s): _____

Describe any reasonable accommodation that would aid you in performing the essential functions of the job for which you are applying: _____

Submit completed form to: Office of Human Resources, Morehead State University,
101 Howell-McDowell Admin. Bldg., Morehead, KY 40351
Telephone Number (606) 783-2097
FAX Number (606) 783-5028

Revised 11/17/2009