
**APPLICATION FOR EMPLOYMENT
MERIDIAN TECHNOLOGY CENTER**

**1312 South Sangre Road
Stillwater, OK 74074-1899
405/377-3333**

(Return to the Personnel Department)

An Equal Opportunity Employer:

It is the policy of Meridian Technology Center to provide equal opportunities without regard to race, color, religion, origin, gender, age, marital or veteran status, or disability in its education programs, activities, admissions, services, financial aid and employment.

Instructions:

1. Please complete all information requested. Information provided will be considered confidential.
2. If an item does not apply, please write the letters N/A for inot applicable.†

(This application will remain in our active file for at least one year unless otherwise notified.)

DATE: _____ **Position for which applying:** _____

PERSONAL DATA:

Name _____ Soc. Sec. No. _____
(last) (first) (middle) (optional)

Address _____
(street or box no.) (city) (state) (zip)

Home phone (_____) _____ Business phone (_____) _____

Cell phone (_____) _____ E-mail address _____

Are you authorized to work in the U.S. on an unrestricted basis? Yes _____ No _____

Have you previously filed an application with Meridian Technology Center? Yes _____ No _____

Have you ever been employed by Meridian Technology Center? Yes _____ No _____

If so, when and in what capacity? _____
(year) (job title)

Can you perform the requirements of this job? Yes _____ No _____

If no, please explain: _____

TYPE OF EMPLOYMENT DESIRED: *(check appropriate area(s) below).*

Do You Want:

Position Desired:

_____ Full Time

_____ Custodian

_____ Administrative Support

_____ Part Time

_____ Maintenance

_____ Bus Driver

_____ Grounds

_____ Other _____

Minimum Salary Requirements: _____

EDUCATION AND TRAINING:

Type of School	Name and Address of School	Course of Study	No. of Years Completed	Did You Graduate?	Type of Degree Diploma or Certificate
High School (Last Attended)	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
All Vocational Schools, Technical Institutes and Junior Colleges	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
All Colleges or Universities	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Other Training Including Military Schools and Equivalency Diplomas	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

List other educational preparation pertinent to the position(s) for which you are applying (institutes, seminars, etc.).

List any awards, honors, publications, special skills or hobbies. _____

Present Employer _____ (Company) _____ (Phone) _____
Address _____
Position Held _____ From _____ To _____
Duties and Responsibilities _____
Name and Title of Supervisor _____
Reason for Wanting to Change Jobs _____
Starting Salary _____ Ending Salary _____

Previous Employer _____ (Company) _____ (Phone) _____
Address _____
Position Held _____ From _____ To _____
Duties and Responsibilities _____
Name and Title of Supervisor _____
Reason for Wanting to Change Jobs _____
Starting Salary _____ Ending Salary _____

Previous Employer _____ (Company) _____ (Phone) _____
Address _____
Position Held _____ From _____ To _____
Duties and Responsibilities _____
Name and Title of Supervisor _____
Reason for Wanting to Change Jobs _____
Starting Salary _____ Ending Salary _____

Previous Employer _____ (Company) _____ (Phone) _____
Address _____
Position Held _____ From _____ To _____
Duties and Responsibilities _____
Name and Title of Supervisor _____
Reason for Wanting to Change Jobs _____
Starting Salary _____ Ending Salary _____

We may contact the employer listed on the previous page unless you indicate below those you do not want us to contact:

DO NOT CONTACT:

Employer _____

Reason _____

Employer _____

Reason _____

TYPES OF LICENSES:

Do you have an Operator's License? ___ Yes ___ No (Only needs to be answered by
___ Driver's ___ Chauffeur's applicants for bus driver's position)

Are you at least 18 years of age? ___ Yes ___ No

List equipment you can operate which may pertain to the job for which you are applying: _____

For Administrative Support Applicants only:

Computer skills and software applications _____

How did you find out about this opening? _____

LEGAL INFORMATION:

As an educational institution, Meridian Technology Center has a responsibility to its students and public. Therefore, we conduct reference and background checks on selected applicants. Do we have your approval to conduct such checks?

_____ Yes _____ No

READ CAREFULLY BEFORE SIGNING:

THE INFORMATION AS SUBMITTED ON THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT FALSIFICATION OF ANY INFORMATION SUBMITTED ON THIS APPLICATION CAN BE CAUSE FOR DISMISSAL FROM SERVICE.

Date

Signature of Applicant