
**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 sex/gender, age, race, marital status, religion, color, national origin, disability, or veteran status in the operation of its educational services, recruitment, admissions, financial aids, or employment practices.

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 "not 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

_____ 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 employers listed on the previous page unless you indicate below those you do not want us to contact:

DO NOT CONTACT:

Employer _____

Reason _____

Employer _____

Reason _____

EQUIPMENT OPERATION:

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

Minors are restricted from operating certain equipment/machinery.

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

For Administrative Support Applicants only:

Computer skills and software applications _____

How did you find out about this opening? _____

LEGAL INFORMATION:

Have you ever been terminated or recommended for termination from your current or previous position?

_____ If yes, why? _____

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.

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

(Rev. 05/2007)