



# DIXIE STATE COLLEGE APPLICATION FOR EMPLOYMENT

Dixie State College is an Affirmative Action/Equal Opportunity/Equal Access Employer

RETURN TO: Human Resources Office, Dixie State College, 225 South 700 East,  
St. George, UT 84770 FAX (435) 656-4001 TEL (435) 652-7520

TYPE OR PRINT CLEARLY IN INK.

A separate application is required for each position and accepted only for open positions.

COMPLETE EACH ITEM FULLY. Do not submit a resume in lieu of an application.

**Position desired:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Social Security No.** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Home phone:** \_\_\_\_\_

Street

\_\_\_\_\_ **Work phone:** \_\_\_\_\_

City

State

Zip

Have you ever been employed by Dixie State College before: [ ] yes [ ] no If yes, complete the following:

Position: \_\_\_\_\_ Department: \_\_\_\_\_ Dates: \_\_\_\_\_

List any relatives who have worked at Dixie State College and their relationship to you:

\_\_\_\_\_

**EDUCATION:** (Attach transcripts or copies of diplomas, licenses and certificates if required for a position)

(Circle the highest year completed):

High School 9 10 11 12 GED

Bus/Tech/Community/Jr. College 13 14

College/University 13 14 15 16

Graduate School 17 18 19 20

Degrees Earned (list highest first):

**Degree:** \_\_\_\_\_ **Major emphasis:** \_\_\_\_\_

Name and Location of the Institution: \_\_\_\_\_

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Name and Location of the Institution: \_\_\_\_\_

List any special licenses, certificates or training you have received related to the position for which you are applying.

\_\_\_\_\_

\_\_\_\_\_

**EXPERIENCE:**

Beginning with your present or most recent experience, list four or more previous employers.  
Are you willing to have your present employer contacted regarding your qualifications?  yes  no

**Firm Name:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Job Title:** \_\_\_\_\_ **Dates:** \_\_\_\_\_  
**Months Employed:** \_\_\_\_  full-time  part-time  internship/volunteer **Hours Worked per Week:** \_\_\_\_  
**Reasons for Leaving:** \_\_\_\_\_  
**Duties:** \_\_\_\_\_

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**Reasons for Leaving:** \_\_\_\_\_  
**Duties:** \_\_\_\_\_

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Are you currently authorized to work in the United States (citizenship or appropriate visa)  yes  no  
If not a US citizen, complete visa information on application record form.

In order for Dixie State College to protect its populace and property, applicants are required to answer the following question: Have you ever been convicted of a felony?  yes  no

If yes, you are required to complete an additional form, available at the Human Resources Office.

I certify that the statements made by me in this application are true, complete and correct to the best of my knowledge. I understand that false information made herein will result in disqualification or dismissal, if hired. I authorize Dixie State College to investigate all statements made and implied in this application. I also grant Dixie State College permission to contact references and previous employers, unless noted above. I understand that I may omit any information requested which I feel is illegally discriminatory in nature.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**