To apply for any open position, submit this official Application for Employment form along with a current resume and any additional documents noted in the online position description.

The Mississippi Institutions of Higher Learning (IHL) will always accept applications without a position being open. If you choose to send a resume, please also complete the Application for Employment form.

IHL participates in the E-Verify Employment Verification Program, and all offers of employment are contingent upon completion of a satisfactory criminal background check.

Please send all documents by mail or email to the following below.

**Mail to:**   
Attn: Human Resources  
Institutions of Higher Learning

3825 Ridgewood Road  
Jackson, MS 39211

**Email to:**  
[hr@mississippi.edu](mailto:hr@mississippi.edu)

**INSTRUCTIONS**



IHL-HR-01

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**Mississippi Institutions of Higher Learning (IHL)**

**IHL Executive Office**

**APPLICATION FOR EMPLOYMENT**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CONTACT INFORMATION** | | | | | | | | | | | |
| Position Applied For: | Working conditions you will accept.  Full Time  Part Time  Temporary | | | | | | | | How soon can you begin? | | |
| Last Name | First | | | | | Middle Initial | | | Maiden Name | | |
| Mailing Address | | | | | | | | | Work Phone No. | | |
| Email | | | | | | | | | Home or Cell Phone No. | | |
| **EDUCATION** | | | | | | | | | | | |
| Name of School | Location of School  (City, State) | | | Diploma/Major/Course of Study | | | | | | Degree/Certificate Awarded | |
|  |  | | |  | | | | | |  | |
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|  |  | | |  | | | | | |  | |
| **OTHER REQUIRED INFORMATION** | | | | | | | | | | | |
| Are you legally eligible for employment in the United States?  Yes  No  (Proof of identity and legal authority to work in the U.S. is a condition of employment) | | | | | | | | | | | |
| Have you ever been convicted of a felony which has not been annulled or sealed by court?  Yes  No  If yes, explain below. | | | | | | | | | | | |
| **EMPLOYMENT HISTORY -** *Begin with your most recent job.* | | | | | | | | | | | |
| Job Title | | Start Date | | | End Date | | | Salary  Hourly Weekly  Monthly  Annually | | | |
| Name of Employer | | | | Name of Supervisor | | | | | | | |
| Address | | City | | | | | State | | | | Zip |
| Phone No. | | Reason for Leaving | | | | | | | | | |
| Duties Performed | | | | | | | | | | | |
| Job Title | | Start Date | | | End Date | | | Salary  Hourly Weekly  Monthly  Annually | | | |
| Name of Employer | | | | Name of Supervisor | | | | | | | |
| Address | | City | | | | | State | | | | Zip |
| Phone No. | | Reason for Leaving | | | | | | | | | |
| Duties Performed: | | | | | | | | | | | |
| Job Title | | Start Date | | | End Date | | | Salary  Hourly Weekly  Monthly  Annually | | | |
| Name of Employer | | | | Name of Supervisor | | | | | | | |
| Address | | City | | | | | State | | | | Zip |
| Phone No. | | Reason for Leaving | | | | | | | | | |
| Duties Performed: | | | | | | | | | | | |
| **PERSONAL REFERENCES** *List three persons other than relatives that we may contact.* | | | | | | | | | | | |
| 1. Name | | Phone No. | | | | | | Relationship | | | |
| Email Address | | | | | | | | | | | |
| 1. Name | | Phone No. | | | | | | Relationship | | | |
| Email Address | | | | | | | | | | | |
| 1. Name | | Phone No. | | | | | | Relationship | | | |
| Email Address | | | | | | | | | | | |
| By submitting this application, I certify that all my statements made by me on this application and/or attached resume are true and correct to the best of my knowledge and that I have withheld nothing which, if disclosed, would affect this application unfavorably. I authorize my previous employers, schools, and references to give any information regarding employment or my educational record. I agree that this agency and my previous employers shall not be held liable in any respect if a job offer is not extended, is withdrawn, or my employment is terminated because of false statements, omissions, or answers made by me on this application. I understand that all job offers may be withdrawn if the result of any background check is not considered satisfactory by IHL. | | | | | | | | | | | |
| **For HR Office Use Only** | | | | | | | | | | | |
| **Job #** | | | **Date Received** | | | | | | | | |