



CANDIDATE VIEW IN PAGEUP

NOTE: To go “back” a screen right click on the mouse and select “back”

Begin application

Email address:

By continuing, you agree that you have read our [Privacy Statement](#)

Next

New applicants:
Be sure to type your address correctly as communication about your job application will be sent here.

Existing applicants:
If you have previously applied for a position with us, please use the same e-mail address as your previous application.

This will assist us in processing your application as quickly as possible. You can update your e-mail address upon starting your application.

Select next

Save time on your application

We can help fill out the application by pre-filling some of the information:

Upload resume

[Continue with application](#)

Upload resume and select *continue with application*

Save and jump to: [Home](#) > [Personal details](#) > [Tell us about yourself](#) > [Qualifications](#) > [Education](#) > [Work Experience](#) > [References](#) > [Voluntary Information Request](#) > [Disclaimer](#) > [Submit](#) >

Personal details

Pre-filling of your applicant profile was successful!

Please fill in all mandatory fields marked with an asterisk (*).

Title:

First name:*

Middle name:

Last name:*

Preferred name:

Email address:*

Home address:*

Home address line two:

City:*

Country:*

State / District:*

Postcode/ZIP:

Cell number:*

SMS text notification:

Yes

No

Employment status:*

EMPLOYMENT STATUS refers to Oklahoma State University (field name being changed so it is clearer that it refers to OSU)

Select *save and continue* to move forward in the application process.



Save and jump to: [Home](#) > [Personal details](#) > [Tell us about yourself](#) > [Qualifications](#) > [Education](#) > [Work Experience](#) > [References](#) > [Voluntary Information Request](#) > [Disclaimer](#) > [Submit](#) >

Tell us about yourself

Welcome to the Oklahoma State University online employment application process. Thank you for your interest in joining our team!

In order to apply for this position, you must complete each page of the application process. At the end of the application you must certify that the information contained in this application is true and correct.

Please ensure this application contains the most up-to-date information about yourself. The status of your application may be reviewed at any time by logging into the system and viewing your profile.

For assistance, please contact OSU Talent Development & Recruitment at jobs@okstate.edu or (405) 744-5449.

Are you currently legally authorized to work in the United States? (You will be required to provide proof of your identity and employment eligibility)*

- Yes
 No

Will you now or in the future require sponsorship for employment visa status?*

- Yes
 No

Are you 18 years or older?*

- Yes
 No

Do members of your immediate family work at OSU?*

- Yes

Do members of your immediate family work at OSU?*

Yes

No

May we contact your present employer?*

Yes

No

Please detail the languages you have a proficiency in.

	Language	Speaking proficiency	Reading proficiency	Writing proficiency
Language 1:	<input type="text" value="English"/>	<input type="text" value="Fluent"/>	<input type="text" value="Fluent"/>	<input type="text"/>
Language 2:	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>
Language 3:	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>

Add more

Save and exit

Continue

Select *continue*

Upload additional documents

Qualifications

Do you meet the minimum requirements of the position?*

- Yes
 No

If you have not done so already; please upload a Resume/CV below.

Please refer to the **Special Instructions to Applicants** on the Job Listing for documents that are required to be uploaded in order to be considered for the position. These documents may include a cover letter, contact information for 3 professional references, portfolio, or others. Additional documents may be uploaded as Supporting Documents.

****Once you have uploaded your documents (again if you have not done so already), you will be asked to verify/update information for your Education and Employment History.**

To upload a file:

- Click Choose File > Browse and select the file from your computer
- Click Upload
- To delete a file that you have uploaded, click 'Delete'.

Please attach your Resume (CV)

[UAT Testing resume.docx \(14kb\)](#)

Delete

Please attach your Cover letter

[TEST Cover Letter.docx \(13 kb\)](#)

Delete

Supporting Documents (e.g. portfolio, reference letter, etc.)

Upload file

Save and exit

Continue

Education

Education:

Add/Update your education history, starting with High School/GED. Include vocational school, college, graduate, or professional school if applicable.

Please detail your education below, starting from your highest level of education:

Highest level of education

Clear

Type of education:*

College / University Graduate

Degree type:

Bachelor Degree

Discipline:

Computer Science

Major:

Computer Science

Second major:

Additional majors:

Institution:

University of Testing

Institution:

Education status: ▼

Year started:

Education 2 [Clear](#)

Type of education: ▼

Education 3 [Clear](#)

Type of education: ▼

[+ Add education](#)

Please list any current certifications, additional licenses, micro-credentials or other experiences that support your qualifications for this position.

Save and exit

Continue

Work Experience

List your current and previous employment details. Your information will be sorted chronologically once saved

Employment details

[Clear](#)

Employer status:*	<input type="text" value="Currently employed"/>	▼
Your job title:*	<input type="text" value="Software Tester"/>	
Position type:*	<input type="text" value="Select"/>	▼
Your responsibilities:*	<input type="text" value="Conducted UAT cycles for various software applications, ensuring compliance with business requirements."/>	
Date started with company:*	Month <input type="text" value="Select"/>	Year <input type="text" value="Select"/>
Company name:*	<input type="text" value="XYZ Tech Solutions"/>	
Country you worked in:*	<input type="text" value="Select"/>	▼

Country you worked in:*	United States	▼
City you worked in:*	Stillwater	
Department:		
Manager's name:*	Minnie Mouse	
<hr/>		
Employment details		Clear
Employer status:	Previous employer	▼
Your job title:*	QA Analyst	
Position type:*	Select	▼
Your responsibilities:*	Led end-to-end software testing processes for client-based solutions. - Identified, documented, and reported	
Date started with company:*	Month	Year
	Mar ▼	2018 ▼
Date ended with company:*	Month	Year
	May ▼	2018 ▼
Company name:*	ABC Digital Systems	
Country you worked in:*	United States	▼

Select *Continue*

City you worked in:*

Department:

Manager's name:*

Your reason for leaving:*

Employment details [Clear](#)

Employer status:

[+ Add employment details](#)

Save and jump to: [Home](#) > [Personal details](#) > [Tell us about yourself](#) > [Qualifications](#) > [Education](#) > [Work Experience](#) > [References](#) > [Voluntary Information Request](#) > [Disclaimer](#) > [Submit](#) >

References

Reference 1

First name:*

Last name:*

Type of reference:

Organization:*

Reference position:*

Phone Number:*

Email address:*

Reference 2

First name:*

Last name:*

Type of reference:

Voluntary Information Request

Voluntary Demographic Questions

In this section of the application, you will be asked to answer a series of voluntary self-identification questions.

This information will not be used to discriminate against you or to show preference to any applicant in the hiring decision.

Oklahoma State University is a government contractor and because we do business with the government, we are required to recruit, hire, and provide equal opportunity to qualified people with disabilities. To help us measure how well we are doing, we are asking you to share if you have a disability or if you have ever had a disability. Completing this information is voluntary, but it helps the university should you choose to fill it out. If you are applying for a job, the answers you provide will be kept private and will not be used against you or as part of the hiring process.

For additional information please review the [Voluntary Self-Identification of Disability Form CC-305](#).

Please confirm that you have reviewed Form CC-305 at the link provided above. Do you agree?*

Yes

No

Disability Status

Yes, I have a disability, or have had one in the past

No, I do not have a disability and have not had one in the past

I do not want to answer

[OSU ADA Information](#)

Gender

Male

Female

Gender

- Male
 Female
 Decline to specify

Are you Hispanic or Latino?

- Yes
 No
 Not Disclosed

Race Category Please mark the box(es) that describe the race/ethnicity category with which you identify (mark all that apply)

- | | |
|---|--|
| <input type="checkbox"/> American Indian or Alaska Native | <input type="checkbox"/> Asian |
| <input type="checkbox"/> Black or African American | <input type="checkbox"/> Native Hawaiian or Other Pacific Islander |
| <input type="checkbox"/> White | <input checked="" type="checkbox"/> Decline to specify |

Veteran Status

Oklahoma State University is a government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA), as amended, which requires government contractors to recruit, employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. This data assists the university in reporting and measuring our efforts. These classifications are defined as follows:

A "disabled veteran" is one of the following:

- 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
- A person who was discharged or released from active duty because of a service-connected disability.

A "recently separated veteran" means 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.

An "active duty wartime or campaign badge veteran" means 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.

An "Armed forces service medal veteran" means a 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.

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the VEVRAA, as amended.

Select your Veteran Status (VETS-4212)

- I identify as one or more of the classifications of protected veteran listed above
 I am not a protected veteran
 I do not wish to answer

Save and exit

Continue

Select Continue

Save and jump to: [Home](#) > [Personal details](#) > [Tell us about yourself](#) > [Qualifications](#) > [Education](#) > [Work Experience](#) > [References](#) > [Voluntary Information Request](#) > [Disclaimer](#) > [Submit](#) >

Disclaimer

Appointees to positions at Oklahoma State University (OSU) are selected based on merit and qualifications for the specific positions. Adequate reference checks will be conducted to satisfy OSU regarding the professional and credentials of the applicant.

To this end, OSU reserves the right to access any records available to it under authority of law. OSU will protect privacy rights of individuals.

I hereby certify that all information on this application and in any other supporting documentation, resume, etc. is true and correct. I understand that any false information will be sufficient grounds for termination of my employment, cancellation of job offer, or result in termination of my eligibility for employment without advanced notice at any time.

Before any offer of employment will be final, a candidate must successfully pass a criminal background check. I authorize OSU to use all legal means at its disposal to investigate my background and assess my suitability for employment, including any and all references, available criminal and other judicial records and my credit records, where applicable to the position for which I am applying and consistent with applicable law. I understand that OSU will notify me if and when a credit record investigation is performed. I make this authorization in return for OSU's consideration for me for employment, and I specifically release and hold OSU harmless for any and all liabilities arising out of its investigation of my application for employment.

BY ANSWERING YES BELOW, I certify that I have read and agree with these statements.*

Select

Save and exit

Continue

Select **yes** from the drop-down menu then select **continue**.

If not all fields are complete an error pop up will appear.

Save and jump to: [Home](#) > [Personal details](#) > [Tell us about yourself](#) > [Qualifications](#) > [Education](#) > [Work Experience](#) > [References](#) > [Voluntary Information Request](#) > [Disclaimer](#) > [Submit](#) >

Submit application

You are unable to submit this application as you have not viewed all pages or not completed all mandatory questions.

The following pages have not been viewed or they contain mandatory questions that need to be completed:

- [Work Experience](#)
- [References](#)

Click the above links to view these pages and to complete any mandatory questions.

Save and exit

To save application without applying for the position select **save and exit**.

To review your application, select **preview application**.

To submit your application select **submit application**.

From the drop-down menu, select how you heard about this position.

Save and jump to: [Home](#) > [Personal details](#) > [Tell us about yourself](#) > [Qualifications](#) > [Education](#) > [Work Experience](#) > [References](#) > [Voluntary Information Request](#) > [Disclaimer](#) > [Submit](#) >

Submit application

Please fill in all mandatory fields marked with an asterisk (*).

To help us with our marketing strategy please answer the following question:

How did you hear about this opportunity?:*

To complete your application, press the 'Submit application' button. By submitting this application, you are confirming that all information contained in this application is correct.

[Save and exit](#) [Preview application](#) [Submit application](#)

You may edit your profile from this screen by selecting *edit profile*.

To apply for another position, select *back to home*.

To exit, select *close window*.

Application submitted

Your application has been submitted.

Applicant profile

If you would like to also be considered for other positions as they become available, you can enter our applicant pool by creating an applicant profile.
If you have already created a profile with us, please ensure your information is up to date.

[Edit profile](#)

[Back to home](#) [Close window](#)

After your application has been successfully submitted the email below will be sent to the email address listed in your applicant portal.

Application Received



noreply@pageuppeople.com <noreply-1216@mail.pageu

To Bunney, Christy



8:41 PM

 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Dear John,

Thank you for your interest in the Plumber I-IV position in Facilities Management Admin (STW) with Oklahoma State University. We have received your application. The hiring committee will review applications and contact candidates who move forward to the interview process.

If you have questions regarding the position, the contact name and email are listed in the job ad on the OSU career site jobs.okstate.edu.

We wish you the best in your search.

OSU Human Resources