



ST. CLOUD STATE UNIVERSITY

Prior Work Experience Collection Form for MSUAASF

Name: _____

Position: _____

Note: The information on this form is used to calculate your potential base salary. All information must be included, and all information must be true and accurate. The University cannot adjust your base salary in the future based on incomplete or inaccurate information.

Professional-level teaching, administrative experience, or student service within all MinnState or outside Colleges/Universities: (credit is given at 100%)

Job Title/Position	Institution	Hours Per Week	Begin Mo/Yr	End Mo/Yr	Actual Yrs of Experience
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Professional-level teaching & administrative experience in K-12 (e.g., teacher, librarian, principal, superintendent, etc): (credit given at 50%)

Job Title/Position	Institution	Hours Per Week	Begin Mo/Yr	End Mo/Yr	Actual Yrs of Experience
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Professional level experience outside of education ONLY if the work experience is directly related to the MSUAASF position upon hire: (credit is given at 100%)

Job Title/Position	Institution	Hours Per Week	Begin Mo/Yr	End Mo/Yr	Actual Yrs of Experience
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Clerical/Technical/Paraprofessional Experience within/or outside MinnState institutions ONLY if the work experience is directly related to the MSUAASF position upon hire: (credit is given at 50%)

Job Title/Position	Institution	Hours Per Week	Begin Mo/Yr	End Mo/Yr	Actual Yrs of Experience
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Graduate/teaching assistantships Experience within/or outside MinnState institutions ONLY if the work experience is directly related to the MSUAASF position upon hire: (credit is given at 50%)

Job Title/Position	Institution	Hours Per Week	Begin Mo/Yr	End Mo/Yr	Actual Yrs of Experience
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Volunteer Experience Professional-level experience ONLY if a) the work experience is directly related to the MSUAASF position upon hire and b) if percent time is listed and c) volunteer work does not overlap with other experience credited: (credit is given at 100%)

Job Title/Position	Institution	Hours Per Week	Begin Mo/Yr	End Mo/Yr	Actual Yrs of Experience
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Minnesota Statute 192.261 required recognition of years of military service which resulted from conscription (drafted) and which interrupted service in the Minnesota State Colleges and University system: (credit is given at 100%)

Job Title/Position	Institution	Hours Per Week	Begin Mo/Yr	End Mo/Yr	Actual Yrs of Experience
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

I attest that all statements and representations set forth above are true and accurate. Inaccurate statements or misrepresentations concerning my work experience may lead the University to take one or more of the following actions: withdrawal of an offer of employment; modification of starting salary; and, in the event that I become an employee, disciplinary action up to and including discharge.

Candidate's Name

Candidate's Signature

Date

Supervisor's Name

Supervisor's Signature

Date