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# **EMPLOYMENT**

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## **APPLICATIONS**

SWOSU relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in SWOSU's exclusion of the individual from further consideration for employment or termination of employment.

Staff applications are only accepted when there is an active posting. At the discretion of SWOSU, unsolicited applications (i.e., applications for a position that is not advertised at that time they are received) will either be returned to the sender or destroyed, the decision as to which action will be taken rests solely with SWOSU.

All applications received during a search should be directed to the Human Resources Office. Completed application materials may be checked out to the appropriate supervisor or search committee for screening. These materials will be returned to the Human Resources Office at the completion of the search.

Material submitted for application becomes the property of SWOSU. Inactive files are periodically destroyed in accordance with state records laws. (See Application for Staff Employment on SWOSU web site.)