

**SAM HOUSTON STATE UNIVERSITY
APPLICANT QUESTIONNAIRE**

NAME: _____ SS#: _____
ADDRESS: _____ DAYTIME PHONE #: _____
E-MAIL: _____
JOB TITLE: _____ REQUISITION #: _____

This questionnaire is intended to gather information to be used in the screening of applicants. The information you provide here will be used to evaluate you in relation to the job you have indicated above. Answer each question as clearly and completely as possible to show how you meet the minimum requirements for the position.

1. How do you meet the **minimum experience** requirements for this job?
Describe your job related experience.

2. How do you meet the **minimum education and/or training** requirements for this job?
List job related diplomas, degrees, certificates, etc.

3. Do you have the ability to use the tools, equipment, and/or software required in the performance of this job?
Yes No *If yes, list the tools, equipment, and/or software you have used:*

4. If typing is required in this position, what is your typing (net) score? _____ WPM

List date and location test was given: _____
Date Location

(If you are applying for a position which requires a specific typing (net) score, attach a copy of your typing test results, or bring the original to the Human Resources Department for verification.)

5. Why do you feel you are a strong candidate for this job?

I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information may be grounds for refusal to hire or, if hired, termination.

Applicant Signature: _____ **Date:** _____