

Instructions for Applicant Form and Order Form

ANY MODIFICATIONS TO THESE FORMS ARE NOT ACCEPTABLE!

This document is for individuals **applying** for a position. Please complete the forms on the next two pages.

FORMS: Please complete one “Applicant Form” for each field you wish to be listed in. A three-page vita will also be accepted as an addendum to your listing. One consolidated “Order Form” – all fields listed on one order form – is also required. **Forms must be mailed with payment** – there is no on-line submission. For a professional appearance, use a dark blue or black ink or type; filling in by hand is not recommended.

FEES: If you wish to be listed in more than one discipline (such as Management and International), the charge will be \$15 for **EACH** listing in a discipline. Any addendum longer than three pages will be truncated to avoid additional reproduction costs unless a \$5 per page fee is paid. (e.g., a five page Vita is an additional \$10 charge.)

SUBMISSION: Completed forms and fees should be received by the Placement Director no later than **October 16, 2009**. **Do not mail any submissions after this date**. Late submissions will not be included in the pre-conference listings and also risk not arriving in time for the conference. It is better to register at the conference than submit late. You should allow 6 days for USPS delivery. Make your check payable to “SMA PLACEMENT SERVICES.” We do not accept faxed forms; they usually reproduce poorly. Please submit forms and payment to:

Dr. Frank Markham
Placement Director
P.O. Box 3195
Grand Junction, CO 81502-3195

Phone: (970) 245-0333
E-mail: fmarkham@mesastate.edu

LATE REGISTRATION: Placement Services will be available at the conference on Wednesday from 5 - 6 p.m. and any time the Placement Center is open on Thursday or Friday.

PAYMENT RESTRICTIONS: Placement Services does not accept credit cards and does not provide vouchers or invoices. Our **tax-exempt number is 58-1295483**.

DO NOT CHANGE THE FORMATTING! We **will not** accept modified forms. Just fill in as set up; be careful that all of your information is visible on the screen. If what you are typing does not show on the screen, then it will not print. If using the Word (DOC) formatted form, please do not allow a second page.



SMA
Placement Services

Office Use only

APPLICANT FORM

Field (check only one): Management International Other: _____

Name: _____ Day phone: () - _____

Postal address: _____ Cell: () - _____

_____ E-mail: _____

Country of Citizenship: _____ Visa: ___ Student ___ PT ___ H1 ___ N/A

Education:
Degree _____ College/University _____ Year Conferred _____ Major _____
Bachelor's
Master's
Doctorate*

*Are you ABD? ___ Yes ___ No If YES, enter your dissertation topic on the next line:

Experience (last **three** positions held):
Position _____ Organization _____ From -- To _____ Duties _____

Professional Memberships, Certifications and/or Licenses:

Geographic Preferences: _____ Salary Desired: \$ _____

Teaching _____ Bus. Ethics _____ Marketing _____ Org. Theory _____ Principles _____
Interests: ___ H.R. Mgmt. ___ MIS/BIS ___ Policy/Strategy ___ Quant. Methods _____
___ International ___ Org. Behavior ___ POM ___ Services _____
___ Other _____

Research Interests & Publications:

Other Information to Share:

Vita included: ___ Yes ___ No

Submission of this form indicates your permission to publish it with addendum.