EMPORIA STATE UNIVERSITY Application for Student Employment

Any offer of employment is contingent upon the ability to provide documentation which demonstrates employment eligibility as required by the Immigration Reform and Control Act of 1986. Click here to view the Equal Employment Opportunity, Equal Educational Opportunity, and Non-Discrimination Policy.

Job Number:	Position Title:			Department:	Contact Name		
Are you employed in anothe Are you eligible for Work S Have you ever been employ	study?	Yes Yes Yes	No No No	(If yes, what department? Not sure		How many hours a week?)
Classification (Undergradua	ite Graduate)	Maj	or:				

* University policy states student employees may work up to a combined total of 20 hours per week during the academic year.

ATTACH a class schedule for the applicable semester **AND** indicate below the hours that you would be **AVAILABLE** for work

WORK TIMES	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
6:00 - 7:50							
8:00 - 8:50							
9:00 - 9:50							
10:00 - 10:50							
11:00 - 11:50							
12:00 - 12:50							
1:00 - 1:50							
2:00 - 2:50							
3:00 - 3:50							
4:00 - 4:50							
EVENING							
Name (Print): EID#: Last First Middle Initial							
Daytime phone (8 a.m 5	5 p.m.): ()	(Cell Phone: ()	I	EMail Address		
Mailing Address	Mailing Address						
	Street		City		State	Zip C	ode
SKILLS/WORK EXPERIENCE: List skills/work experiences related to the position. Office/Clerical Experience: (filing, shredding, faxing, scanning, proofreading, answering phones, etc.) Please specify:							
Customer Service Experience: (cashier, receptionist, sales associate, etc.) Please specify:							
Computer/Software Experience/Certification: (Word, Excel, Access, Outlook, PowerPoint, Mac, etc.) Please specify:							
Other related experience (A/V equipment, housekeeping, maintenance, lab equipment, CPR, etc.) Please specify:							

EDUCATION:

School Name	Location	Major	Dates attended	Degree/Certificate Awarded

EMPLOYMENT HISTORY:

Completion is required below. A resume may also be submitted." Nist in order the last three positions you have held, including any time you were self-employed and any periods of military service. If your duties changed significantly in the course of any employment, indicate changes as separate employment.

CURRENT	or MOST RECENT EMPLOY	PLOYER: Position Title: Phone: From: To: Hours per week: Reason for Leaving:					
Supervisor's	name:	Phone:	From:	To:			
Type of Busin	ness:	Hours per week:	Reason for Leaving:				
Duties:							
List equipme	nt or software used regularly in t	he work of this position:					
May we cont	act this employer regarding you	r qualifications? No Y	les				
EMPLOYER		Posit	ion Title:				
Supervisor's	name:	Phone:	From:	To:			
Type of Busin	ness:	Hours per week:	Reason for Leaving:				
Duties:							
List equipme	nt or software used regularly in t	he work of this position:					
EMPLOYER	:	Posit	ion Title:	To:			
Supervisor's	name:	Phone:	From:	To:			
Type of Busin Duties:	ness:	Hours per week:	Reason for Leaving:				
List equipme	nt or software used regularly in t	he work of this position:					
REFEREN	NCES (List three persons we ma	ay contact regarding your pas	t work performance. These may i	nclude previous supervisors):			
Name	Relationship	Organization	Daytime Telephone	Email Address			

To the best of my knowledge, all answers to the foregoing are true and correct. I understand that incomplete information or omission of employment history, (or erroneous information provided in any part of the employment process) may be just cause for rejection of my application or be sufficient cause for discharge. I hereby grant permission to Emporia State University to contact each of my former employers listed above concerning my qualifications for employment (unless otherwise noted). Permission is also granted to each of my former employers to give Emporia State University the information requested with respect to my work experience with them. By providing my name below, I agree to the above and hereby apply for the position listed on this application. I understand this position may be subject to a background check.