



Student Employment Application

Please attach copies of your resume and unofficial transcript

Position: Tutor Counselor Tutor Coordinator Student Assistant

Name: _____ Date: _____

Local Phone Number: _____

Local Address: _____ ID Number: _____

E-Mail: _____ Permanent Phone: _____

Number of Completed Credits: _____ Permanent Address: _____

Cumulative GPA: _____

Expected Graduation Date: _____ Major: _____

Are you eligible for work study? Yes No
 If yes, select the sessions that you are eligible:

Summer Fall Spring

Please mark any sessions you would be interested in working for our office:

Summer Fall Spring Next Year Winter or Spring Break Other:

Work Availability

Are you employed elsewhere? Yes No How many hours do you work per week?

On-campus (where)? How many hours are you available to work?

Off-campus (where)?

Please fill out the table below using "N/A" for days not available

Click to enter available hours: Example: 8:00 am - 4:30 pm

Monday **Tuesday** **Wednesday** **Thursday** **Friday**

Please mark any proficient skills. *****

Spreadsheet (Microsoft Excel)	Database (Microsoft Access)
Microsoft Windows	Word Processing (Microsoft Word)
MS Publisher and/or PowerPoint	10 key pad for data entry

Other skills and abilities that are relevant to applied position:

Please list courses or experiences that would be relevant to this office:

Employment History and Referrals

List your previous employers, with the most recent first. If you need extra space, you may attach an additional sheet of paper.

Company Name:

Address:

Telephone Number:

Starting Date:

Ending Date:

Ending Wage:

Supervisor:

Reference Name:

Reference Telephone:

Job Duties:

Company Name:

Address:

Telephone Number:

Starting Date:

Ending Date:

Ending Wage:

Supervisor:

Reference Name:

Reference Telephone:

Job Duties:

Please list any additional professional references you wish to include.

Name:

Address:

Phone Number:

Relationship:

Applicant Statement (Why would you like to work in our office?)

I affirm that the information I provided is true to the best of my knowledge; that I may be required to verify the information prior to employment; and that any false, misleading, or missing information may disqualify me from employment consideration, or be cause for dismissal if I am hired.

Name:

Date: