

# APPLICATION FOR STUDENT EMPLOYMENT

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| Full name:  |        | Towson ID:  |       |
| Local address: |       | Local phone:  | (   )    -     |
|  |       | Home phone:  | (   )    -      |
| Permanent address: |        |  |  |
|  |       |  |  |
| Email: |       |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Class standing: |  |  |  |
| Classification: |  |  |  |
| Major:  |       | Minor:  |       |
| Number of credit hours this semester:  |    | Number of credit hours previous semester:  |    |

Cumulative Grade Point Average:

If employed and you are under 18, will you provide a work permit? [ ]  Yes [ ]  No [ ]  N/A

*(Work permits are available from the Director of the Career Center and are required for all employed students under the age of 18)*

**Hours available to work:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
| **A.M.** |  |  |  |  |  |  |  |
| **P.M.** |  |  |  |  |  |  |  |

Approximately how many hours per week do you wish to work? *(20 cumulative hours/week maximum during the academic semester)*:

Are you available for: Fall [ ]  January [ ]  Spring [ ]  Summer [ ]

Have you previously been employed by Towson University? Yes [ ]  No [ ]

|  |  |  |  |
| --- | --- | --- | --- |
| If yes, when?  |       | Where? |       |

Are you authorized to work in the United States? Yes [ ]  No [ ]

**List relevant paid or volunteer work experiences:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |  |  |  |
| --- | --- | --- | --- |
| Employer:  |       | Business Type: |       |
| Street, City, State, Zip |       | Telephone: | (   )     -      |
| Number of Hours per Week: |    | Supervisor's Name & Title: |       |
| Position Title: |       | Salary: | $      per       |
| Employment Start Date: |       | Employment End Date: |       |
| Describe your duties in detail. Specify details of any supervisory duty: |

|  |  |  |  |
| --- | --- | --- | --- |
| Number of employees you supervised: |       | Dates you performed as a supervisor:  | Start       End       |
| Reason for leaving: If still employed, explain reason for wanting to leave OR if no longer employed, explain reason for leaving:      |

 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |  |  |  |
| --- | --- | --- | --- |
| Employer:  |       | Business Type: |       |
| Street, City, State, Zip |       | Telephone: | (   )     -      |
| Number of Hours per Week: |    | Supervisor's Name & Title: |       |
| Position Title: |       | Salary: | $      per       |
| Employment Start Date: |       | Employment End Date: |       |
| Describe your duties in detail. Specify details of any supervisory duty: |

|  |  |  |  |
| --- | --- | --- | --- |
| Number of employees you supervised: |       | Dates you performed as a supervisor:  | Start       End       |
| Reason for leaving: If still employed, explain reason for wanting to leave OR if no longer employed, explain reason for leaving:      |

 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |  |  |  |
| --- | --- | --- | --- |
| Employer:  |       | Business Type: |       |
| Street, City, State, Zip |       | Telephone: | (   )     -      |
| Number of Hours per Week: |    | Supervisor's Name & Title: |       |
| Position Title: |       | Salary: | $      per       |
| Employment Start Date: |       | Employment End Date: |       |
| Describe your duties in detail. Specify details of any supervisory duty: |

|  |  |  |  |
| --- | --- | --- | --- |
| Number of employees you supervised: |       | Dates you performed as a supervisor:  | Start       End       |
| Reason for leaving: If still employed, explain reason for wanting to leave OR if no longer employed, explain reason for leaving:      |

 |

**May we contact your current employer ? Yes** **[ ]  No** **[ ]**

|  |
| --- |
| In paragraph form, describe what is significant about you, your education, accomplishments, and future aspirations as they apply to the type of work you are interested in obtaining:  |
|       |

**Check items in which you have a working knowledge:**

|  |  |  |  |
| --- | --- | --- | --- |
| [ ] Accounts Payable | [ ] Fax Machine | [ ] Purchasing/Invoicing | [ ] MS-DOS |
| [ ]  Accounts Receivable | [ ]  Filing  | [ ]  Receptionist | [ ]  Windows |
| [ ]  Calculator | [ ]  Library  | [ ]  Typing WPM     | [ ]  Excel  |
| [ ]  Cashier | [ ]  Payroll  | [ ]  IBM PC Compatible | [ ]  Lotus |
| [ ]  Customer Service | [ ]  Photocopier | [ ]  Macintosh | [ ]  Word |
| [ ]  Data Entry  | [ ]  Public Contact | [ ]  LAN Systems | [ ]  Word Perfect |

Other clerical and computer skills:

If the position for which you are applying requires a driver's license, complete the following:

 Type and/or Class License Number Expiration Date State

|  |  |  |  |
| --- | --- | --- | --- |
|       |       |       |       |
|       |       |       |       |

As a student employee of Towson University, I agree and understand the following:

1. I will not work more than 20 cumulative hours per week (exceptions are stated in the Towson University Student Employment Policy);
2. I will be in good academic standing as defined in the current undergraduate and graduate catalogues;
3. I will be enrolled in a minimum of 6 credit hours per semester (January and summer term requirements are stated in the Towson University Student Employment Policy). If I have a graduate assistantship, I will be registered for at least one course or 3 credit hours per semester.

I hereby affirm that this application contains no willful misrepresentations and that this information given by me is true and complete to the best of my knowledge and belief. I understand that any false statements or misleading omissions made by me in connection with my application, or in responding to request for information, can be sufficient grounds for my rejection as a candidate for employment or for my immediate discharge. I authorize persons, schools, my current employer (if applicable), and previous employers and organizations named in this application (and accompanying documents if any) to provide any relevant information that may be required to arrive at an employment decision.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Towson University is in compliance with federal and state regulations regarding nondiscrimination on the basis of race, color, national origin, religion, sex, age, political affiliation, veteran status, condition of handicap, or other prohibited reason. For further information, contact the Office of Human Resources: (410) 704-2162. The University does not discriminate on the basis of sexual orientation.*