



STUDENT EMPLOYMENT APPLICATION

Human Resources, Sacred Heart Hall, Room 201 Ph: 316-942-4291, ext. 2202 Email: munstermank@newmanu.edu

INCOMPLETE OR UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED

Submit this application directly to the Human Resources Department, Sacred Heart Hall, room 201.

POSITION FOR WHICH YOU ARE APPLYING								
Last Name		First Name			Middle Name			
Street Address of residence while at NU		City, State			Zip Code			
Permanent Address		City, State			Zip Code			
Phone number(s) where you can be reached		Student ID Number			Email			
Major area of study:								
Grade level - check one		<input type="checkbox"/> FRESHMAN	<input type="checkbox"/> SOPHOMORE		<input type="checkbox"/> JUNIOR	<input type="checkbox"/> SENIOR		
Expected Graduation Date:								
Availability		SUN	MON	TUES	WED	THUR	FRI	SAT
<i>a.m.</i>								
<i>p.m.</i>								
How many hours are you available to work a week? (20 hours maximum-- regardless of employment in other department)								
Are you eligible for the Federal Work Study Program? (Check one)					<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> DON'T KNOW			
Have you previously been employed by Newman University? (Check one)					<input type="checkbox"/> Yes	If yes, give dates & department		
					<input type="checkbox"/> No			
Dates		Department						
SKILLS: List skills pertinent to the position for which you are applying, and any other skills you possess such as foreign languages, typing, computer software/programming, maintenance, etc								
SKILL AREA (e.g. language, software, programming, carpentry)				PROFICIENCY LEVEL (e.g. typing speed, etc)				

WORK HISTORY: List relevant work or volunteer experience, beginning with the current or most recent			
Employer			
Address	City	State	ZIP
Supervisor			Phone
Dates Employed (Mo/Yr)	From	To	
Your Position Title			
Job Responsibilities			
Employer			
Address	City	State	ZIP
Supervisor			Phone
Dates Employed (Mo/Yr)	From	To	
Your Position Title			
Job Responsibilities			
Employer			
Address	City	State	ZIP
Supervisor			Phone
Dates Employed (Mo/Yr)	From	To	
Your Position Title			
Job Responsibilities			

I authorize you to contact my former employers (*Check One*) **Yes** **No**

Have you ever been convicted of, or pleaded guilty or “no contest” to a felony or criminal offense, excluding misdemeanors and traffic offenses? (*Check One*) **Yes** **No**

If **Yes**, please explain briefly:

“A conviction record will not necessarily be a bar to employment. Factors such as length of incarceration, the seriousness and nature of the offense, and the applicant’s rehabilitation will be considered in the hiring decision.”

PLEASE READ BEFORE SIGNING THIS APPLICATION:

I certify that the information in this application is complete and correct to the best of my knowledge. I agree to conform to the rules and regulations of Newman University and understand that my employment and compensation can be terminated with or without cause and with or without notice, at any time, at the option of either Newman University or myself.

X	
Signature	Date

******* REMEMBER TO ATTACH A COPY OF YOUR CURRENT CLASS SCHEDULE *******

OFFICE USE ONLY

Work Study Eligible International Student Regular Student Worker (non work study)