

Career Development Services Student Employment Program/JLD Student Employment Application

For office use only:	
Date	Staff Initials
Received	_____
Reviewed	_____
Contacted	_____
Hired:	<input type="checkbox"/> Yes <input type="checkbox"/> No Date: _____

Name:	Banner I.D. Number: _____
Local Mailing Address:	
Summer Mailing Address (if different than above):	
Phone Number:	___ Cell or ___ Home
Summer Phone Number:	
Campus Email Address:	Alternate Email Address:
Emergency Contact Name:	Number: _____ Relation: _____
Class Status: ___ Freshman ___ Sophomore ___ Junior ___ Senior ___ Grad Student	
International Student? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what type Visa? _____	
Major:	# of Credit Hours Currently Registered: _____
When do you plan to graduate?	
Have you received a Federal Work-Study Award? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, what is your Total Work-Study allocation? _____	
Please list the type of position for which you would like to be considered for employment	
<input type="checkbox"/> Receptionist <input type="checkbox"/> Office Assistant <input type="checkbox"/> Food Services <input type="checkbox"/> Marketing <input type="checkbox"/> Game Room/Recreation <input type="checkbox"/> Tutor <input type="checkbox"/> Set up Crew <input type="checkbox"/> Child care	
Total number of hours you are hoping to work each week: _____	

Please list your previous work experiences:

Company/Organization	Job Title	Start/End Date	Work Performed

Please list any SPECIAL SKILLS, volunteer activities, co-curricular involvement and community service experiences while at WSSU (or another college/university):

Please list three references:

	Name	Phone Number and/or email	Relationship to You
1.			
2.			
3.			

For more information on employment opportunities, please contact us:
336-750-3261 • Thompson Center, Room 301 • www.wssu.edu/careers

Schedule Availability

Semester: _____

Name:	Phone:			Email:			
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
midnight							
1:00 AM							
2:00 AM							
3:00 AM							
4:00 AM							
5:00 AM							
6:00 AM							
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
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5:00 PM							
6:00 PM							
7:00 PM							
8:00 PM							
9:00 PM							
10:00 PM							
11:00 PM							

Please block out all of the times that you are **NOT AVAILABLE** due to classes, other jobs, co-curricular activities, family obligations, and other time commitments. This form helps the Career Development Office and the JLD Student Employment Program with facilitating work for student employees.

My application is complete, is my own work, and is a truthful representation of my experience and abilities. By signing below, I give permission to the Career Development Office/JLD staff to check my academic and disciplinary standing with WSSU. I understand that this is only an application for employment and no promise of employment is conferred with the completion of this application.

Signature: _____ Date: _____

