

Name (Please Print): \_\_\_\_\_

Local Address: \_\_\_\_\_  
\_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Local or Cell Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

E-mail (primary): \_\_\_\_\_

(secondary): \_\_\_\_\_

Banner ID #: \_\_\_\_\_

Have you worked as a student employee at Kent State University before?      **YES**      **NO**

Departments hiring students who have not previously been employed at Kent State University will be required to complete a **Student Job Offer Form**.

**All FIRST-TIME student employees must:**

- Sign the Student Job Offer Form provided by your hiring department to accept the job offer.
- To complete the forms required for employment, you will need to bring acceptable forms of identification to the Career Services Center which include: KSU FLASHcard or driver's license **and** an original Social Security card or certified copy of a birth certificate
- Log into CampusWorks and click accept to electronically sign the Student Employment Certification Statement

Class Standing:

\_\_\_\_ FR  
\_\_\_\_ SO  
\_\_\_\_ JR  
\_\_\_\_ SR  
\_\_\_\_ GR  
\_\_\_\_ PhD

Number of Hours Available for Work: \_\_\_\_\_

Available for Work:

\_\_\_\_ Morning  
\_\_\_\_ Noon  
\_\_\_\_ Evening  
\_\_\_\_ Weekends

Are you applying for:

\_\_\_\_ Fall Semester  
\_\_\_\_ Spring Semester  
\_\_\_\_ Summer

\* Please fill out the times that you **WILL BE** available for work on the reverse side

Mark which location (s) you are applying to work at:

Kent Student Center		Eastway Center	Prentice Hall	Tri-Towers
____ Quaker Steak & Lube	____ Kent Market	____ Eastway Café	____ Prentice Cafe	____ Rosie's Diner and Market
____ Rathskellar	____ Kent Market 2	____ Eastway Deli	____ Munchies Market	____ Rosie's Late Night Delivery
____ Jazzman's				
____ The HUB				
____ Banquet Sales	____ Accounting	____ Bakeshop (late night hours)	____ Snack Shop	____ Jazzman's
____ Schwebel Room	____ Marketing (resume and cover letter required as well)	____ The Library	____ Recreation Center	____ Concessions
		____ Starbucks at the Library	____ Summit Street Cafe	____ Concessions (at Dix Stadium, MACC Center, etc.)

Previous Employment (most recent first):

Company	Name	Phone Number
		( ) -
		( ) -
		( ) -

Have you worked for Kent State University before? (Circle One) YES NO

If yes, where and what type of work did you do?

Do you have relatives employed by Kent State University? (Circle One) YES NO

If yes, provide name (s), relationship (s) and department (s):

What do you feel is a satisfactory attendance record?

What do you look for in a pleasant working environment?

Have you ever been convicted of a felony, i.e. arson, theft, drugs, etc? (Circle One) YES NO

If yes, please explain:

When are you available to work?

Example:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8 am – 11 am							
1:30 pm – 4 pm							

If you are accepted for employment, signing this application obligates you to follow all rules and procedures set forth by University Dining Services and also obligates you to work through finals week, except during slow periods, in which case you are subject to layoff by the manager. This application will be considered for this semester only. Further employment will be a management decision.

Applicant’s signature: Date:

This section is for Dining Services personnel use only.  
Interview comments:

Hire date:  
Unit:  
Hired by:  
Rate \$:  
Scheduled hours:

