

**SAMPLE ONLY**

**Student Employment Application**

### Personal Information

## Name: Today’s Date: \_\_\_

 (Last) (First) (M.I.)

## Kent State ID #: KSU Email: \_\_\_

Permanent Address: \_\_\_

 (Street) (City) (State) (Zip)

Local Address: \_\_\_

 (Street) (City) (State) (Zip)

Phone:

Emergency Contact Name:

Emergency Contact Phone:

Check one:

 I have been awarded Federal Work Study Award Amount: $ \_\_\_

 I have not been awarded Federal Work Study

### Educational Information

Major:

Class Standing: FreshmanSophomoreJuniorSeniorGraduate Student

GPA: Anticipated Graduation Date: \_\_\_

### Availability

**Preferred number of hours per week:** **Semester for which you are applying:**

less than 10  Fall

10 – 15  Spring

15+  Summer

**Available work times (list all that apply):**

Monday  Thursday

Tuesday  Friday

Wednesday Saturday

Sunday

**Specific skills and abilities (check all that apply):**

 receptionist/phone customer service clerical marketing/graphics

List computer skills (Word, Excel, etc.):

List other skills:

Position(s) applying for:

**Previous Work Experience**

|  |  |  |  |
| --- | --- | --- | --- |
| Organization Name | Employment Dates | Supervisor Name | Phone Number |
| Job Title & Duties |

|  |  |  |  |
| --- | --- | --- | --- |
| Organization Name | Employment Dates | Supervisor Name | Phone Number |
| Job Title & Duties |

|  |  |  |  |
| --- | --- | --- | --- |
| Organization Name | Employment Dates | Supervisor Name | Phone Number |
| Job Title & Duties |

**Additional Information**

Have you ever been convicted of a felony or misdemeanor (other than traffic violations)?

 \_\_\_\_\_\_ Yes \_\_\_\_\_\_ No

If yes, explain in detail: (Conviction(s) will not necessarily disqualify an individual from employment)

**References**(can be professional or personal)

|  |  |  |
| --- | --- | --- |
|  Name | Relationship | Years Known  |
| Email Address | Phone Number | May be contacted: Yes No |

|  |  |  |
| --- | --- | --- |
|  Name | Relationship | Years Known  |
| Email Address | Phone Number | May be contacted: Yes No |

|  |  |  |
| --- | --- | --- |
|  Name | Relationship | Years Known  |
| Email Address | Phone Number | May be contacted: Yes No |

**Return to: Department Contact Information** (Name, Address, Phone, Email, etc.)