



Employment Application

Please complete this form to the best of your ability and attach a resume.

Instructional Resource Center

Mission Statement

The Instructional Resource Center (IRC) is a service center for students and faculty of the College of Education, Health, and Human Services (EHHS) at Kent State University. We provide technology support through a wide range of resources. A major goal of the IRC is to provide students, faculty and staff with opportunities to discover and use technology in teaching. The facilities are here for their use and we encourage them to take advantage of all that the IRC has to offer.

Name: _____
Last First

Banner ID: _____ Date: _____

Local Address _____

City _____ State _____ Zip Code _____ Local Phone _____

Permanent Address _____

City _____ State _____ Zip Code _____ Permanent Phone _____

Email Address _____

Position(s) Applying For:

☐ Graduate Assistant

☐ P/T Hourly Graduate

☐ P/T Hourly Undergrad

Other: _____

Have you worked in the College of Education, Health, & Human Services before? ____ Yes ____ No

If yes, please list position title, dates and reason for leaving

Are you a full time student? ____ Yes ____ No

What is your major? _____

What is your accumulative GPA? _____

When do you anticipate to graduate _____

Do you have work study? ____ Yes ____ No

If yes, your award amount is \$ _____

Briefly describe your past work experience.

References

Please list two references, at least one of which should be a past employer.

Name (1) _____

Title _____ Phone # _____

Address _____

Did you work for this person? ____ Yes ____ No

If yes, briefly describe your job responsibilities:

Name (2) _____

Title _____ Phone # _____

Address _____

Did you work for this person? ____ Yes ____ No

If yes, briefly describe your job responsibilities:

Additional Information

Would a background search reveal any public record of felony convictions other than traffic violations?

If yes, please explain: (Conviction will not necessarily disqualify an individual from employment.)

Yes ____ No ____

Short Answer Questions

To help us know you better, please answer the following questions in 1 – 3 sentences.

1. Why do you want to work for the Instructional Resource Center?
2. What does the term "Customer Service" mean to you?
3. What qualities will you bring to the team environment in the Instructional Resource Center?

Equal Opportunity Employer

Kent State University is committed to provide all persons equal access to its programs, facilities and employment without regard to race, color, religion, gender, age, sexual orientation, national origin, disability, or identification as a disabled veteran, or veteran of the Vietnam era.

I understand that the references given in this application, including my last place of employment, may be contacted by the Instructional Resource Center. To the best of my ability, I have answered all questions truthfully.

Signature

Date

Availability Form

*Please place an X in the time slots you are not available to work, highlight the times you prefer to work and leave the rest blank.

	Monday	Tuesday	Wednesday	Thursday	Friday
8-9am					
9-10am					
10-11am					
11-12am					
12-1pm					
1-2pm					
2-3pm					
3-4pm					
4-5pm					
5-6pm					
6-7pm					
7-8pm					

FOR OFFICE USE ONLY:				
Status of Application		Not Selected For Hire		Hired
<input type="checkbox"/> Not Selected for interview		<input type="checkbox"/> Placed In Pool	<input type="checkbox"/> Not in Pool	Hire Date
Reason for Non-Selection Other:				Other:
<input type="checkbox"/> Did not meet Minimum Criteria		<input type="checkbox"/> Could not be Contacted	<input type="checkbox"/> Not Interested	