



# Universal Student Employment Application

## WESTERN MICHIGAN UNIVERSITY

Check out our web site for job opportunities at [www.broncojobs.wmich.edu](http://www.broncojobs.wmich.edu).

Also check out our **on line application** on our web site under **Student Employment: On-Campus Employment: Student Employment Application Process**. Directions: Complete and return directly to employing department. Duplicate as needed before filling out "Department Applying to" section.

<b>Department Applying to:</b> (must specify department) _____
<b>Position Desired:</b> _____ <b>Date:</b> _____

### PERSONAL INFORMATION (type or print in ink) WMU E-mail \_\_\_\_\_

Name: \_\_\_\_\_ WIN#: \_\_\_\_\_  
(Last) (First) (MI)

Local Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Permanent Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Local Address: \_\_\_\_\_ Apt # \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Permanent Address: \_\_\_\_\_ Apt # \_\_\_\_\_

City: \_\_\_\_\_ Country: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

U.S. citizen?  Yes  No If No, do you have a  J-1 Visa  F-1 Visa?

### EDUCATION

Name

Dates

Course of Study

College/University: \_\_\_\_\_

College/University: \_\_\_\_\_

Classification:  freshmen  sophomore  junior  senior  graduate  other

Major(s): \_\_\_\_\_ Minor(s): \_\_\_\_\_

GPA: \_\_\_\_\_ Graduation Date: \_\_\_\_\_ Are you a full-time  or part-time  student?

### EMPLOYMENT HISTORY (can attach resume)

Employer (include current employer)	Dates (month/year)	Location (city/state)	Phone	Job Title

Have you previously worked for WMU?  Yes  No

Dept. Name: \_\_\_\_\_ Dept. Name: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Dates: from \_\_\_\_\_ to \_\_\_\_\_ Dates: from \_\_\_\_\_ to \_\_\_\_\_

(Continued on the other side)

**SKILLS** (check all that apply)

- |                                               |                                          |                                               |                                      |
|-----------------------------------------------|------------------------------------------|-----------------------------------------------|--------------------------------------|
| <input type="checkbox"/> Organizational       | <input type="checkbox"/> Word Processing | <input type="checkbox"/> Database Mgt.        | <input type="checkbox"/> Supervising |
| <input type="checkbox"/> Customer Service     | <input type="checkbox"/> Communication   | <input type="checkbox"/> Leadership Positions | <input type="checkbox"/> Publicity   |
| <input type="checkbox"/> Cash Handling        | <input type="checkbox"/> Event Planning  | <input type="checkbox"/> Fax/Copy Machine     | <input type="checkbox"/> Research    |
| <input type="checkbox"/> Accounting/Budgeting | <input type="checkbox"/> Spreadsheets    | <input type="checkbox"/> Web Design/Computer  | <input type="checkbox"/> Technical   |

**WORK AVAILABILITY**

Number of hours desired: \_\_\_\_\_ (Enrolled U.S. students are able to work up to 30 hrs/wk. Enrolled Internationals can work 20 hrs/wk)

Do you qualify for Work-Study?  yes  no  not sure

Academic Year and Semester work is desired: \_\_\_\_\_ Fall \_\_\_ Spring \_\_\_ Su I \_\_\_ Su II \_\_\_  
Year

Please check all times available. If possible, attach class schedule.

Time	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
6-7am							
7-8am							
8-9am							
9-10am							
10-11am							
11-12pm							
12-1pm							
1-2pm							
2-3pm							
3-4pm							
4-5pm							
5-6pm							
6-7pm							
7-8pm							
8-9pm							
9-12pm							

<p><b>Office Use Only</b></p> <p><b>Interview Date:</b></p> <hr/> <p><b>Hire Date:</b></p> <hr/> <p><b>Notes:</b></p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
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**REFERENCES**

Name: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Relationship to you: \_\_\_\_\_ How long have you known this person? \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Relationship to you: \_\_\_\_\_ How long have you known this person? \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Relationship to you: \_\_\_\_\_ How long have you known this person? \_\_\_\_\_

The facts set forth in my application for employment are true and complete. I understand that if employed, any false statement on this application may result in my dismissal. You are hereby authorized to make any investigation of my personal history through state agencies and personal references. I, the undersigned, have read the entire application and have carefully considered the objectives of the identified employing department of Western Michigan University. With full understanding of the terms, I agree to willingly abide by the standards, rules, and regulations of Western Michigan University.

\_\_\_\_\_  
 Signature \_\_\_\_\_  
 Date