

OFFICE FOR SUSTAINABILITY STUDENT EMPLOYMENT APPLICATION



WESTERN MICHIGAN UNIVERSITY
Office for Sustainability

Position Title: _____
Application Submission Date: _____

PERSONAL INFORMATION

First Name: _____ MI: _____ Last Name: _____

WIN#: _____ WMU Email: _____

Local Address: _____

Home Address: _____

Local Phone: _____

Citizenship: U.S. Citizen J-1 Visa F-1 Visa Other: _____

ACADEMICS

Are you a graduate student? Yes No

Major(s) / Minor(s): _____

Expected Graduation Month/Year: _____ Total Credit Hours: _____ Cumulative GPA: _____

Are you a returning **Wesustain** Intern? Yes No

Have you participated in other Office for Sustainability programs? Yes No

If yes, which program(s)? _____

List any academic honors, awards, or special project(s) you have received or completed. (Attach additional remarks if necessary.)

PERSONAL STATEMENT

Tell us about yourself. Feel free to use whatever means of expression you find appropriate (multi-media, performance, text, technology, scientific research, design, etc.) If you choose to submit a written statement it should be two pages maximum in length, double spaced, with twelve-point font and one-inch margins. Written statements must be submitted as PDFs.

ESSAY

On a separate sheet, answer the following question in a double-spaced, one-page essay. Please submit as a pdf and format your essay with twelve-point font and one-inch margins.

1. In your own words, what does sustainability mean?
2. In your opinion, what is one way that WMU could further advance campus sustainability? Please express any interest(s) you have in a current or potential sustainability-related project. For information on current projects visit: wmich.edu/sustainability/about.

WMU is an Equal Opportunity/Affirmative Action Employer. Minorities, women, veterans, individuals with disabilities and all other qualified individuals are encouraged to apply.

SKILLS (Check all that apply)

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> Bike repair | <input type="checkbox"/> Gardening | <input type="checkbox"/> Photography | <input type="checkbox"/> Videography |
| <input type="checkbox"/> Training others | <input type="checkbox"/> Microsoft Excel | <input type="checkbox"/> Event Planning | <input type="checkbox"/> Web Design |
| <input type="checkbox"/> Research / Writing | <input type="checkbox"/> Leadership | <input type="checkbox"/> Graphic Design | <input type="checkbox"/> Database Analysis |
| <input type="checkbox"/> Adobe Photoshop | <input type="checkbox"/> Adobe InDesign | <input type="checkbox"/> Adobe Illustrator | <input type="checkbox"/> Answering Office Phones |
| <input type="checkbox"/> Composting | Other: _____ | | |

WORK AVAILABILITY

(This section is not required for those applying to the Internship program due to the fixed time requirement.)

Number of hours desired: _____

Do you have a current work-study award? Yes No Pending

Upcoming semester(s) / year(s) you will be enrolled: Fall Spring Sum I Sum II

ADDITIONAL DOCUMENTS

REQUIRED Please attach a resume and limit it to a single 8.5" x 11" page. Include an objective, past work history, academic achievements, and extracurricular activities.

HIGHLY ENCOURAGED In addition, we highly recommend a letter of recommendation. We encourage applicants to ask a WMU faculty or staff member for the letter of recommendation. The letter of recommendation needs to be sent directly to our office e-mail, wmu-sustainability@wmich.edu, from the WMU faculty or staff member. **If you are a new student**, we recommend that you to reach out to a former employer or teacher for the letter of recommendation.

For assistance with your application, visit Career and Student Employment Services for 20-minute drop-in sessions and one-hour appointments. For more information, please visit wmich.edu/career

CLASS SCHEDULE (‘X’ the times that you have class or are unavailable.)

Time	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
8 AM							
9 AM							
10 AM							
11 AM							
12 PM							
1 PM							
2 PM							
3 PM							
4 PM							
5 PM							
6 PM							
7 PM							
8 PM							
9 PM							

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 _____

EMAIL THIS COMPLETED APPLICATION AND ANY SUPPLEMENTARY DOCUMENTS TO: wmu-sustainability@wmich.edu

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