



WICHITA STATE UNIVERSITY

OFFICE OF DIVERSITY AND INCLUSION

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Employment Application

PERSONAL INFORMATION

Student Name: _____ myWSU ID: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Alternate Phone: _____

Email: _____ WSU Email: _____

For what position(s) are you applying? (Check all that apply)

- Student Assistant
- Peer Mentor
- Academic Mentor
- Tutor
- Marketing Intern

EDUCATION

1. College or University: *Wichita State University*

City: *Wichita* State *KS* Country *USA*

Undergraduate Graduate Expected Graduation Date (MM/YY) _____

Major: _____ Cumulative GPA _____

2. College or University: _____

City: _____ State _____ Country _____

Undergraduate Graduate Expected Graduation Date (MM/YY) _____

Major: _____ Cumulative GPA _____

3. High School/Secondary/Equivalent: _____

City: _____ State _____ Country _____

Diploma or equivalent earned Yes No Date Received (MM/YY) _____

EMPLOYMENT ELIGIBILITY

Are you eligible to work in the U.S.? Yes No

Are you eligible for Federal Work Study? Yes No

Are you currently employed by WSU? Yes No Former WSU Employee? Yes No

If yes, number of hours per week: _____ Department _____ Extension _____

DAYS AND TIMES AVAILABLE FOR WORK:

| <i>Example</i> | <i>Monday</i> | <i>Tuesday</i> | <i>Wednesday</i> | <i>Thursday</i> | <i>Friday</i> |
|-----------------|---------------|----------------|------------------|-----------------|---------------|
| 8 - 11:30 a.m. | | | | | |
| 1 - 5 p.m. | | | | | |
| 9 a.m. - 2 p.m. | | | | | |
| | | | | | |
| | | | | | |

Total Hours Available to Work Per Week: _____ Date of Availability: _____

EMPLOYMENT HISTORY

1. Employer: _____ Phone Number: _____

Type of Business: _____ Supervisor: _____

Employed from (MM/YY) _____ to _____ May we contact? Yes No

Duties: _____

Reason for Leaving? _____

2. Employer: _____ **Phone Number:** _____

Type of Business: _____ **Supervisor:** _____

Employed from (MM/YY) _____ to _____ **May we contact?** Yes No

Duties: _____

Reason for Leaving? _____

3. Employer: _____ **Phone Number:** _____

Type of Business: _____ **Supervisor:** _____

Employed from (MM/YY) _____ to _____ **May we contact?** Yes No

Duties: _____

Reason for Leaving? _____

4. Employer: _____ **Phone Number:** _____

Type of Business: _____ **Supervisor:** _____

Employed from (MM/YY) _____ to _____ **May we contact?** Yes No

Duties: _____

Reason for Leaving? _____

REFERENCES (References may be contacted prior to employment.)

1. Name: _____ **Relationship:** _____

Title: _____ **Business:** _____

Phone: _____ **Email:** _____

2. Name: _____ **Relationship:** _____

Title: _____ **Business:** _____

Phone: _____ **Email:** _____

3. Name: _____ **Relationship:** _____

Title: _____ **Business:** _____

Phone: _____ **Email:** _____

List Clerical Experiences (i.e. answering phones, typing, filing, etc.):

List software application experience/computer skills/mechanical, construction or other skills:

LEGAL:

Have you ever been arrested or convicted of a crime other than a routine traffic violation? Yes No

If yes, please provide the date of conviction: _____

Please Explain:

To the best of my knowledge, all information on this application is true and correct. I authorize Wichita State University to use the information given in determining my eligibility for employment, including contacting each of my former employers listed concerning my qualifications for employment. Permission is also granted to each of my former employers to give Wichita State University information they may have with respect to my work experience with them. I understand that fraudulent statements made in this application may be cause for disqualification for employment at or dismissal from Wichita State University.

Student Name _____

Date _____

Student Signature _____

Office Use Only | Date Received: _____