

Undergraduate Studies Student Assistant Application for Employment

Name: _____

UIN: _____

Net ID: _____

Address: _____

Email: _____

Phone Number: _____

Major: _____

GPA: _____

Classification: _____

Semester Applying for (Circle One) – Summer, Spring or Fall. Year: _____

Have you ever worked on campus? _____

If so, where? _____ **Phone Number:** _____

Do you feel like you are a responsible, dependable, punctual person? _____

Would you be willing to trade out days with other student workers if necessary?

Would you be willing to work summers and holiday breaks until University closes. Each holiday is looked at individually. Our office must have front desk coverage Monday – Friday, 8am – 5pm.

Please list Job Skills: (Typing, WORD, Excel, Graphics, Computer, etc.)

Physical Requirements of the Position:

Must be able to communicate well in person and on the phone.

This position may occasionally require that the Applicant must be able to move furniture, walk, bend, stoop, crawl, stretch, climb stairs.

Prolonged sitting and use of computer terminal.

Can you lift; push/pull 21-50 pounds? _____

Can you carry 21-50 pounds? _____

Can you bend, Lift, Stoop? _____

If hired: Emergency Contact Person: _____

Phone Number: _____