



MOUNT ST. JOSEPH  
UNIVERSITY

## Application for Student Employment

Work Study and Community Service • 2021-2022

This form is used for on-campus work study employment and the community service work study program. The information provided on the form will be made available to prospective employers and will assist in determining appropriate referrals based on your skills, interests and previous job experience. Some positions may require previous employment verification. Return completed form to Student Administrative Services.

### PERSONAL

Name \_\_\_\_\_ Student ID # \_\_\_\_\_  
last first middle initial  
Permanent Address \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
number and street city state zip  
Local Address \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
number and street city state zip  
E-mail \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_  
Do you live on campus? ☐ yes ☐ no

### RETURNING STUDENTS

Do you wish to work in the same department? ☐ yes ☐ no \_\_\_\_\_ If yes, which department?

### EDUCATION

Class Level: ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior  
Major: \_\_\_\_\_  
List awards, honors and extra-curricular activities: \_\_\_\_\_  
\_\_\_\_\_

### EMPLOYMENT EXPERIENCE — include all on-campus and off-campus employment

| Name and Address of Employer or Department Name Employed | Job Title | Dates |
|----------------------------------------------------------|-----------|-------|
| _____                                                    | _____     | _____ |
| _____                                                    | _____     | _____ |
| _____                                                    | _____     | _____ |

Are you willing to work weekends? ☐ yes ☐ no Evenings? ☐ yes ☐ no  
Do you have a valid driver's license? ☐ yes ☐ no Car available? ☐ yes ☐ no

### SKILLS

Check any of the following skills/experience you may have:

|                                     |                                                 |                                  |                                           |
|-------------------------------------|-------------------------------------------------|----------------------------------|-------------------------------------------|
| <input type="checkbox"/> Tutoring   | <input type="checkbox"/> Science Lab            | <input type="checkbox"/> Library | <input type="checkbox"/> Telephone Skills |
| <input type="checkbox"/> Data Entry | <input type="checkbox"/> Audio Visual Equipment | <input type="checkbox"/> Filing  | <input type="checkbox"/> Other            |

List Software Applications that you are skilled in: \_\_\_\_\_  
\_\_\_\_\_

Number the types of work that you prefer (mark 1<sup>st</sup> choice #1). Indicate top four choices only.

|                         |                        |                       |                 |                             |
|-------------------------|------------------------|-----------------------|-----------------|-----------------------------|
| ___ Athletic Office     | ___ Child Care         | ___ Community Service | ___ Weight Room | ___ Media/Technical Support |
| ___ Grounds             | ___ Intramural Sports  | ___ Library           | ___ Office Work |                             |
| ___ Off-campus Tutoring | ___ On-campus Tutoring | ___ Reception Desk    | ___ Science Lab |                             |

Release: I give my permission to release information provided on this form to prospective employers.

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