



Memorial Union

Please fill out this application in its entirety. If a field does not apply to you, please check the appropriate boxes. When the application is complete, please sign the student acknowledgement statement at the bottom of the last page. Questions? Contact me at: becky.bolte@washburn.edu or 785-670-1726

Student Employment Application

Applicant Information

Full Name: Last First M.I. WU ID#:

Local Address: Street Address Apartment/Unit #

Permanent Address: City State ZIP Code

Street Address Apartment/Unit #

City State ZIP Code

Phone: Email

Earliest Date Available:

How many hours a week are you available?

Position Applied For: Building Manager Building Services Team

What skills do you possess that qualify you for the position chosen above? (Basic electronics & mechanics, Building supervision, CPR, First Aid Certification, Custodial services, Room set-up, Cash handling, Sound and light equipment)

List involvement in extracurricular activities and volunteer experience that enhance your qualifications:

How does this position contribute to your career and professional goals?

Are you a citizen of the United States? YES NO Have you ever worked for this company? YES NO If no, are you authorized to work in the U.S.? YES NO If yes, when? Are you available to work weekends? YES NO Are you available during the summer? YES NO

Are you eligible for federal work-study financial aid?

YES  NO  If yes, how much? \_\_\_\_\_

How many semesters do you have remaining at Washburn? \_\_\_\_\_

Have you ever been convicted of a felony? YES  NO

If yes, explain: \_\_\_\_\_

**References**

Please list three professional references (do not include family members).

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

**Previous Employment**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

**We look forward to meeting you!**

**Disclaimer and Signature**

I certify that my answers are true and complete to the best of my knowledge. As a job pursuing student, I give permission to review and question all work related documents and information present on/with this application.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

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

Print Name: \_\_\_\_\_

## Your Schedule

This schedule is for \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer Name \_\_\_\_\_

Please block off all classes, extracurricular activities, meetings, and any other times you would be unable to work.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	7:00am-8:00am	7:00am-8:00am	7:00am-8:00am	7:00am-8:00am	7:00am-8:00am	
	8:00am-9:00am	8:00am-9:15am	8:00am-9:00am	8:00am-9:15am	8:00am-9:00am	8:00am-9:00am
	9:00am-10:00am	9:00am-10:00am	9:00am-10:00am	9:00am-10:00am	9:00am-10:00am	9:00am-10:00am
10:00am-11:00am	10:00am-11:00am	10:00am-11:00am	10:00am-11:00am	10:00am-11:00am	10:00am-11:00am	10:00am-11:00am
11:00am-12:00pm	11:00am-12:00pm	11:00am-12:00pm	11:00am-12:00pm	11:00am-12:00pm	11:00am-12:00pm	11:00am-12:00pm
12:00pm-1:00pm	12:00pm-1:00pm	12:00pm-1:00pm	12:00pm-1:00pm	12:00pm-1:00pm	12:00pm-1:00pm	12:00pm-1:00pm
1:00pm-2:00pm	1:00pm-2:00pm	1:00pm-2:00pm	1:00pm-2:00pm	1:00pm-2:00pm	1:00pm-2:00pm	1:00pm-2:00pm
2:00pm-3:00pm	2:00pm-3:00pm	2:00pm-3:00pm	2:00pm-3:00pm	2:00pm-3:00pm	2:00pm-3:00pm	2:00pm-3:00pm
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4:00pm-5:00pm	4:00pm-5:00pm	4:00pm-5:00pm	4:00pm-5:00pm	4:00pm-5:00pm	4:00pm-5:00pm	4:00pm-5:00pm
5:00pm-6:00pm	5:00pm-6:00pm	5:00pm-6:00pm	5:00pm-6:00pm	5:00pm-6:00pm	5:00pm-6:00pm	5:00pm-6:00pm
6:00pm-7:00pm	6:00pm-7:00pm	6:00pm-7:00pm	6:00pm-7:00pm	6:00pm-7:00pm	6:00pm-7:00pm	6:00pm-7:00pm
7:00pm-8:00pm	7:00pm-8:00pm	7:00pm-8:00pm	7:00pm-8:00pm	7:00pm-8:00pm	7:00pm-8:00pm	7:00pm-8:00pm
	8:00pm-9:00pm	8:00pm-9:00pm	8:00pm-9:00pm	8:00pm-9:00pm	8:00pm-9:00pm	
	9:00pm-10:00pm	9:00pm-10:00pm	9:00pm-10:00pm	9:00pm-10:00pm	9:00pm-10:00pm	
	10:00pm-11:00pm	10:00pm-11:00pm	10:00pm-11:00pm	10:00pm-11:00pm	10:00pm-11:00pm	