

Universal Student Employment Application



WESTERN MICHIGAN UNIVERSITY

For campus job listings visit <http://www.wmich.edu/career/>

Duplicate as needed before filling out "Department applying to" section.

Complete and submit directly to department with the job opening.

Department applying to: (specify department) _____

Position Title: _____

PERSONAL INFORMATION (type or print) WMU E-mail _____

Name: _____
(Last) (First) (MI)

Cell Phone: (____) _____ - _____ Permanent Phone: (____) _____ - _____

Local Address: _____ Apt # _____
City: _____ State: _____ Zip: _____

Permanent Address _____
City: _____ State: _____ Country _____

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

EDUCATION

Classification: freshmen ____ sophomore ____ junior ____ senior ____ graduate student ____ guest ____

Major(s): _____ Minor(s): _____

GPA: _____ Expected Graduation Month/Year: _____

EMPLOYMENT HISTORY (attach resume' if possible)

Employer (include current employer)	Job Title	Location (city/state)	Dates of Work (00/00-00/00)

(Continued on the other side)

SKILLS (check all that apply)

☐ Answering office phones
☐ Training others
☐ Cash Handling
☐ Accounting/Budgeting
☐ OTHER: _____

☐ Windows/Word
☐ Customer Service
☐ Event Planning
☐ Excel

☐ Database Mgt.(Access)
☐ Graphic Design
☐ Research/Writing
☐ Web Design/Dreamweaver

WORK AVAILABILITY

Number of hours desired: _____ Do you have a current Work-Study award? Yes _____ No _____ Not sure _____

Semester(s) and Year(s) you will be enrolled: Fall _____ Spring _____ Sum I _____ Sum II _____

CLASS SCHEDULE: (*Check the times that you have class.*)

Time	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
6-7am							
7-8am							
8-9am							
9-10am							
10-11am							
11-12pm							
12-1pm							
1-2pm							
2-3pm							
3-4pm							
4-5pm							
5-6pm							
6-7pm							
7-8pm							
8-9pm							
9-12pm							

Office Use Only**Interview Date:****Hire Date:****Notes:**

EMPLOYMENT REFERENCES (*Include employment or volunteer references; not friends or family*)

Name: _____ Telephone: (____) _____ - _____

Relationship to you: _____ How long have you known this person? _____

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Name: _____ Telephone: (____) _____ - _____

Relationship to you: _____ How long have you known this person? _____

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