

**Administrative Services
Student Employment Application**



Please print

Name: _____

Local Address: _____ **Phone:** _____

Street

E-mail: _____

City

State

Zip

Number credit hours enrolled: _____ **Year:** FR SO JR SR GRAD

Position applying for:

Please list the hours between 7:30 a.m. - 5:00 p.m. that you are available for work.

Monday	Tuesday	Wednesday	Thursday	Friday

Date available to begin work:

Please indicate your availability for work during the following periods:

School year Yes No Summer months Yes No Holidays/Breaks Yes No

Do you have a valid driver's license? Yes No **Major area of study:**

Office equipment and software applications you are familiar with:

Completed coursework related to the position applying for:

List your last three employers or last three positions, starting with the most recent.

Employer: _____ **Title of Job:** _____

Address: _____ **Began:** ___/___/___ **Ended:** ___/___/___

Type of Business: _____

Hours per week: _____ **Reason for leaving:** _____

Duties: _____

Employer: _____ Title of Job: _____
 Address: _____ Began: ___/___/___ Ended: ___/___/___
 Type of Business: _____
 Hours per week: _____ Reason for leaving: _____

Duties: _____

Employer: _____ Title of Job: _____
 Address: _____ Began: ___/___/___ Ended: ___/___/___
 Type of Business: _____
 Hours per week: _____ Reason for leaving: _____

Duties: _____

You may attach a resume or include other information related to your qualifications on an attached sheet of paper.

May we contact your present employer regarding your qualifications? _____ Yes _____ No

References: List three people whom we may contact regarding your work performance.

Name	Address	City	State	Phone	Supervisor?	
					Yes	No

To the best of my knowledge, all answers to the foregoing are true and correct. I hereby grant permission to Kansas State University to contact each of my former employers listed above concerning my qualifications for employment. Permission is also granted to each of my former employers to give Kansas State University information they may have with respect to my work experience with them. I understand falsifying information on this application form may be grounds for dismissal.

 Signature of Applicant

 Date

Kansas State University is committed to a policy of non-discrimination on the basis of race, sex, national origin, disability, religion, age, sexual orientation, or other non-merit reason, in admissions, educational programs or activities, and employment (including employment of disabled veterans and veterans of the Vietnam Era), all as required by applicable laws and regulations. Responsibility for coordination of compliance efforts and receipt of inquiries, including those concerning Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act, has been delegated to, Clyde Howard, Director of Affirmative Action, Kansas State University, 214 Anderson Hall, Manhattan, KS 66506-0124 (785-532-6220).