

Facilities & Energy Management  
Service Building 1, Room 107  
Mail Code 6727  
210 Physical Plant Drive  
Carbondale, IL 62901

*For Office Use Only:*

*Date Hired* \_\_\_\_\_  
*Department* \_\_\_\_\_  
*Building* \_\_\_\_\_  
*Shift* \_\_\_\_\_  
*Status* \_\_\_\_\_  
*Date Terminated* \_\_\_\_\_

**PLEASE PRINT**

DATE \_\_\_\_\_

**APPLICATION FOR STUDENT EMPLOYMENT**

Type of work interested in: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle Initial

Date of Birth: \_\_\_\_\_

Local Address: \_\_\_\_\_  
Street City State Zip

Home Address: \_\_\_\_\_  
Street City State Zip

Local Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Cellular Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

U.S. Citizen: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, skip next question.

International Student: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, you must attach  
A work referral from  
International Education

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Educational Information

Year in School: Freshman \_\_\_\_\_ Sophomore \_\_\_\_\_ Junior \_\_\_\_\_ Senior \_\_\_\_\_ Grad Student \_\_\_\_\_

Declared Major \_\_\_\_\_ Minor \_\_\_\_\_

Expected Date of Graduation: \_\_\_\_\_

Are you in good academic and financial standing with the University? \_\_\_\_\_

Number of credit hours enrolled in this semester: \_\_\_\_\_

Will you attend summer school as well as work breaks? \_\_\_\_\_

Employment Record

Have you worked on campus before? \_\_\_\_\_

If yes, where? \_\_\_\_\_

Supervisor: \_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

List the skills you feel qualify you for the desired position: (Include courses, typing w.p.m., office machines, on the job training, etc.).

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|---|---|
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\_\_\_\_\_

Describe former off-campus employment within the last two years including military service. Begin with the most recent job.

\_\_\_\_\_  
Name of Employer

\_\_\_\_\_  
Address

\_\_\_\_\_  
Job Title Date Started Date Ended

\_\_\_\_\_  
Name of Employer

\_\_\_\_\_  
Address

\_\_\_\_\_  
Job Title Date Started Date Ended

**Work Hours**  
(Some departments may require work blocks.)

	Fall	Spring	Summer
Monday:			
Tuesday:			
Wednesday:			
Thursday:			
Friday:			
Saturday:			
Sunday:			

Have you ever been convicted of a misdemeanor or felony?    Yes \_\_\_\_\_                      No \_\_\_\_\_

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

***Please complete the next six questions if you are applying for a job that requires you to operate a university vehicle.***

Do you have a valid driver's license?                      Yes \_\_\_\_\_                      No \_\_\_\_\_

Provide your drivers license number: \_\_\_\_\_

Provide your drivers license classification: \_\_\_\_\_

Provide your license expiration date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Number of traffic violations in the past year? \_\_\_\_\_

Explain the circumstances of each:

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Date you can begin work: \_\_\_\_\_

I have read "Work Policies for Student Workers" at the Student Employment and Financial Aid Office and agree to abide by University and the hiring departments work policies and regulations. The facts, as I have stated them in this employment application, are true and complete. I understand that if I am employed, any false statement on this application may result in immediate termination of employment and may bar me from future employment with any department within Plant and Service Operations.

Approved: \_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Signature of Applicant

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Optional Information

Completing the following section is an option of the applicant:

Caucasian \_\_\_\_\_ African-American \_\_\_\_\_ Asian \_\_\_\_\_ Native American \_\_\_\_\_ Other \_\_\_\_\_  
Male \_\_\_\_\_ Female \_\_\_\_\_