



Universal Student Employment Application

WESTERN MICHIGAN UNIVERSITY

Check out our web site for job opportunities at <http://www.wmich.edu/career/>

Also check out our **on line application** on our web site under **Student Employment: On-Campus Employment: Student Employment Application Process**. Directions: Complete and return directly to employing department. Duplicate as needed before filling out "Department Applying to" section.

Department Applying to: (must specify department) _____
Position Desired: _____ Date: _____

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

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

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

Local Address: _____ Apt # _____

City: _____ State: _____ Zip: _____

Permanent Address: _____ Apt # _____

City: _____ Country: _____ State: _____ Zip: _____

U.S. citizen? Yes No If No, do you have a J-1 Visa F-1 Visa?

EDUCATION

Name

Dates

Course of Study

College/University: _____

College/University: _____

Classification: freshmen sophomore junior senior graduate other

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

GPA: _____ Graduation Date: _____ Are you a full-time or part-time student?

EMPLOYMENT HISTORY (can attach resume)

Employer (include current employer)	Dates (month/year)	Location (city/state)	Phone	Job Title

Have you previously worked for WMU? Yes No

Dept. Name: _____ Dept. Name: _____

Supervisor: _____ Supervisor: _____

Dates: from _____ to _____ Dates: from _____ to _____

(Continued on the other side)

SKILLS (check all that apply)

- | | | | |
|---|--|---|--------------------------------------|
| <input type="checkbox"/> Organizational | <input type="checkbox"/> Word Processing | <input type="checkbox"/> Database Mgt. | <input type="checkbox"/> Supervising |
| <input type="checkbox"/> Customer Service | <input type="checkbox"/> Communication | <input type="checkbox"/> Leadership Positions | <input type="checkbox"/> Publicity |
| <input type="checkbox"/> Cash Handling | <input type="checkbox"/> Event Planning | <input type="checkbox"/> Fax/Copy Machine | <input type="checkbox"/> Research |
| <input type="checkbox"/> Accounting/Budgeting | <input type="checkbox"/> Spreadsheets | <input type="checkbox"/> Web Design/Computer | <input type="checkbox"/> Technical |

WORK AVAILABILITY

Number of hours desired: _____ (Enrolled U.S. students are able to work up to 30 hrs/wk. Enrolled Internationals can work 20 hrs/wk)

Do you qualify for Work-Study? yes no not sure

Academic Year and Semester work is desired: _____ Fall ___ Spring ___ Su I ___ Su II ___
Year

Please check all times available. If possible, attach class schedule.

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							

<p>Office Use Only</p> <p>Interview Date:</p> <hr/> <p>Hire Date:</p> <hr/> <p>Notes:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

REFERENCES

Name: _____ Telephone: (____) _____ - _____

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

Name: _____ Telephone: (____) _____ - _____

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

Name: _____ Telephone: (____) _____ - _____

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

The facts set forth in my application for employment are true and complete. 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