



Western Michigan University

University Libraries

Student Employment Application Date: _____

PERSONAL INFORMATION WMU Email: _____

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

Local Phone: _____ Permanent Phone: _____

Local Address: _____ Apt # _____

City: _____ State: _____ Zip: _____

Permanent Address: _____ Apt # _____

City: _____ State: _____ Zip: _____

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

EDUCATION

Name

Dates

Course of Study

College/University: _____

College/University: _____

High School: _____

Classification: Freshman ___ Sophomore ___ Junior ___ Senior ___ Graduate ___

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

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

EMPLOYMENT HISTORY (can attach resume)

Place of employment and supervisor's name	Dates (month/year)	Location (city/state)	Phone	Responsibilities

Have you previously worked for WMU? Yes ___ No ___

Dept. Name: _____ Dept. Name: _____

Supervisor: _____ Supervisor: _____

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

SKILLS (check all that apply)

- | | | | |
|---|--|---|-----------------------------------|
| <input type="checkbox"/> Email | <input type="checkbox"/> Word Processing | <input type="checkbox"/> Databases | <input type="checkbox"/> Internet |
| <input type="checkbox"/> Customer Service | <input type="checkbox"/> Telephones | <input type="checkbox"/> Data Entry | <input type="checkbox"/> Filing |
| <input type="checkbox"/> Cash Handling | <input type="checkbox"/> Proofreading | <input type="checkbox"/> Fax/Copy Machine | <input type="checkbox"/> Research |
| <input type="checkbox"/> Typing (wpm) _____ | <input type="checkbox"/> Spreadsheets | <input type="checkbox"/> HTML | <input type="checkbox"/> Other |

WORK AVAILABILITY

Number of hours desired: _____ (Enrolled U.S. students can work up to 30 hours per week. Enrolled Internationals can work 20 hours per week.)

Do you qualify for Work Study? Yes _____ No _____ Not sure _____

Number of years you are interested in employment: _____

Semesters you are interested in working: Fall _____ Spring _____ Su I _____ Su II _____

Are you able to work evenings? Yes _____ No _____

Are you able to work weekends? Yes _____ No _____

Are you able to work vacations? Yes _____ No _____

REFERENCES

Name: _____ Telephone: _____

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

Name: _____ Telephone: _____

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Name: _____ Telephone: _____

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

Thank you for your interest in employment with the University Libraries. You may be contacted for an interview if your application and schedule meet the requirements for an open position. Please keep your application updated each semester/session, or as your work availability and/or address and phone number change.

Applications and updated information may be submitted at the **Copy Center, 2nd Floor, Waldo Library.**

Update your application by turning in a schedule (page 3) for each semester/session you would like your application to be kept on file.

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 Western Michigan University Libraries. With full understanding of the terms, I agree to willingly abide by the standards, rules and regulations of Western Michigan University Libraries.

Signature

Date

It is the policy of Western Michigan University not to discriminate on the basis of race, sex, sexual orientation, age, color, national origin, religion or handicap in its educational programs, admissions, or employment policies, in accordance with Title IX of the 1972 Education Amendments, Executive Order 11246, Executive Order 11375, Section 504 of the Rehabilitation Act of 1973 and all other pertinent State and Federal regulations.

Student Employment Application

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(Last) (First) (MI)

Local Phone: _____ Permanent Phone: _____

Local Address: _____ Apt # _____

City: _____ State: _____ Zip: _____

Permanent Address: _____ Apt # _____

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

WORK AVAILABILITY FOR SEMESTER/SESSION: _____

Please indicate when you are **NOT AVAILABLE** to work. If possible, please attach class schedule.

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8 – 9am							
9 – 10am							
10 – 11am							
11am – 12pm							
12 – 1pm							
1 – 2pm							
2 – 3pm							
3 – 4pm							
4 – 5pm							
5 – 6pm							
6 – 7pm							
7 – 8pm							
8 – 9pm							
9 – 10pm							
10 – 11pm							
11pm – 12am							
12 – 1am							
1 – 2am							
2 – 3am							

Please keep these instructions for your information

If you are chosen for employment, you will be responsible for providing the following documentation for your I-9 Form. Without it, you will not be eligible for employment.

All documents must be originals and unexpired

U.S. Passport or U.S. Passport Card Permanent Resident Card or Alien Registration Receipt Card (Form I-551) Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa Employment Authorization Document that contains a photograph (Form I-766) In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	OR	Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address School ID card with a photograph Voter's registration card U.S. Military card or draft record Military dependent's ID card U.S. Coast Guard Merchant Mariner Card Native American Tribal Document Driver's license issued by a Canadian government authority	AND	Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States (Original card must be presented) Certification of Birth Abroad issued by the Department of State (Form FS-545) Certification of Report of Birth issued by the Department of State (Form DS-1350) Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal Native American tribal document U.S. Citizen ID Card (Form I-197) Identification Card for use of Resident Citizen in the United States (Form I-179) Employment authorization document issued by the Department of Homeland Security
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International Students

If you are in a **non-immigrant status** (F1 or J1) you should mark the box on the I-9 Form which says "An alien authorized to work until" followed by the expiration date of your employment authorization.

- If you are in **F-1 status**, this date will be on your Form I-20 in block 5, or on your Employment Authorization Card.
- If you are in **J-1 status**, this employment expiration date is on Form DS-2019 in block 3.

Your employment can extend until your current employment authorization date expires or if you are no longer enrolled in classes. Employment authorization usually corresponds with the expiration date on your Form I-20 or Form DS-2019. If you obtain an extension of stay you must update your I-9 Form in order to extend your employment.