

Application for On-Campus Student Employment

Please complete this application and return it to the Student Life Office. If a position is available, you will be contacted for an interview with the department(s) you are interested in.

Today's Date: _____

First Name: _____ Last Name: _____

Address: _____

City/State/ Zip: _____

Phone Number(s): _____

Class Standing: _____ GPA _____

How many hours per week are you able to work? _____

Check any of the following areas in which you would like to be considered for employment and rank them 1st, 2nd, or 3rd choice:

- | | |
|---|--|
| <input type="checkbox"/> ACADEMIC OFFICE
(Filing, phone calls, computer entry, clerical) | <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd |
| <input type="checkbox"/> AUDIO/VIDEO LABS
(Check out cameras, audio equipment, assist with events, student contact) | <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd |
| <input type="checkbox"/> ADMISSIONS
(Filing, mailings, computer, student tours, phone calls, student contact) | <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd |
| <input type="checkbox"/> IT/COMPUTER LABS
(computer repair, software troubleshooting) | <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd |
| <input type="checkbox"/> MAINTENANCE
(painting, moving furniture, event set up, limited student contact) | <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd |
| <input type="checkbox"/> LIBRARY
(Patron circulation service, other assignments based on individual knowledge and skills) | <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd |
| <input type="checkbox"/> RECEPTION
(Answer phones, greet visitors, email, mailings, customer service) | <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd |
| <input type="checkbox"/> REGISTRAR
(Filing, computer support, mailings, clerical) | <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd |
| <input type="checkbox"/> STUDENT LIFE
(Job postings, create posters, student ID cards, student contact) | <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd |
| <input type="checkbox"/> TUTORING
(1-on-1 tutoring, small group study sessions, Math or English) | <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd |

Please give details for any experience you have with the above or any other experience, education or skills you believe particularly qualify you for the job(s) for which you are applying:

For LIBRARY applicants:

Please write a brief essay indicating why you want to work in the Library and what experience, skills, and interests would make you an asset to the Library. Feel free to use an additional sheet.

For IT /COMPUTER LAB applicants:

Are you familiar with: MAC PC

Please list all software you are competent with.

For TUTORING applicants:

Courses you wish to tutor:

Recommended By _____ Class name & number _____

Recommended By _____ Class name & number _____

REFERENCES

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

PLEASE READ CAREFULLY AND INITIAL THE FOLLOWING BEFORE SIGNING THIS APPLICATION:
(Your initials indicate that you have read and understand each statement)

Interviews are granted on a competitive basis, using job-related factors, after a written application has been received and reviewed. Not everyone who applies for a position will be interviewed.
(_____ initial here)

I understand that, if selected, I will be required to provide proof of my identity and my legal right to work in the United States prior to actual employment with Cogswell College.
(_____ initial here)

In consideration of my employment, I agree to abide by the instructions, rules, and policies of Cogswell College and the department in which I am employed. If I am hired, I understand my employment and compensation can be terminated at any time at the option of either the institution or myself. If I am terminated from my position, I understand I may not be eligible to seek other student work employment for the remainder of the academic year.
(_____ initial here)