

HUMBOLDT STATE UNIVERSITY
 Housing & Residence Life

Application for Student Employment

Housing Position Applying For: _____

Name _____			
LAST	FIRST	MIDDLE	
Current Address _____			
STREET	CITY	STATE	ZIP CODE
Telephone (_____) _____		ID Number _____	
Email _____			

Have you lived in the HSU residence halls Yes No

Are you planning to live in the HSU residence halls next year? Yes No

If hired can you present evidence of your U.S. citizenship or your legal right
 to live & work in the country? Yes No

Are you at least 18 years of age? Yes No

Were you ever previously employed by Housing + Dining Services? Yes No

If Yes, were you terminated? Yes No

Date of termination: _____

EDUCATION

Current Year in School (please circle one): College 1 2 3 4 4+ Graduate 1 2 3 4

Expected date to complete degree: _____ Overall GPA: _____

Summarize any training, skills, valid licenses and certificates that may qualify you as being able to perform job related functions in the position for which you are applying.

For Office Use Only

QUESTIONS

- 1) What are your reasons for applying for this position in Housing, and how can you help to contribute to a positive Housing experience for our residents?

- 2) Please list your co-curricular, volunteer experiences, leadership activities, club and/or organization involvement. Explain how these experiences will help your abilities in this position.

- 3) Describe your personal work style.

REFERENCES

Please list references below. References may include faculty, Housing staff, and/or previous employers. **Please do not include relatives or friends.** These references should be willing to evaluate your organization, communication skills, sense of responsibility, judgment, cooperation, and other characteristics related to the Housing position for which you are applying.

NAME AND TITLE	TELEPHONE	YEARS KNOWN
	()	
	()	
	()	

It is understood and agreed upon that any misrepresentation by me on this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed.

I give the employer the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

The employer does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state, or federal law. I understand it is this company's policy not to refuse to hire a qualified individual with a disability because of this person's need for an accommodation that would be required by the ADA.

I certify that I am (or will be in the Fall or Spring) a student at HSU, and I am enrolled in at least six units.

Signature

Date

EMPLOYMENT HISTORY

List your last three employers, starting with the most recent. Résumés may be attached to provide supplemental information, but this section of the application must be completed as well.

FROM	TO	EMPLOYER	TELEPHONE
JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR & TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES	
HOURLY RATE/SALARY START \$ _____ PER _____ FINAL \$ _____ PER _____		REASON FOR LEAVING	
FROM	TO	EMPLOYER	TELEPHONE
JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR & TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES	
HOURLY RATE/SALARY START \$ _____ PER _____ FINAL \$ _____ PER _____		REASON FOR LEAVING	
FROM	TO	EMPLOYER	TELEPHONE
JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR & TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES	
HOURLY RATE/SALARY START \$ _____ PER _____ FINAL \$ _____ PER _____		REASON FOR LEAVING	

AVAILABILITY AGREEMENT FORM

Name _____

ID # _____

Email _____

Phone Number _____

of hours per week you would like to work _____

Semester _____

X The boxes below for the hours that you are UNAVAILABLE to work

	MON	TUES	WED	THUR	FRI	SAT	SUN
7-8 am							
8-9 am							
9-10 am							
10-11 am							
11-12 pm							
12-1 pm							
1-2 pm							
2-3 pm							
3-4 pm							
4-5 pm							
5-6 pm							
6-7 pm							
7-8 pm							
8-9 pm							
9-10 pm							
10-11 pm							
11-12 am							
12-1 am							
1-2 am							

Comments:

Please note any dates that you would be requesting to be gone from campus (e.g. wedding, birthday) during the dates of your employment (Time off is not guaranteed).

Your signature indicates that you are committed to the above availability. You will be scheduled based on the availability that you provide. You may be scheduled anytime within that availability and will be required to work. If your availability should change you will need to re-submit your availability agreement.

Signature

Date