Administrative Services Student Employment Application



<u>Please prir</u>	<u>nt</u>			
Name:				
Local Add	ress:			_ Phone:
	Street			
				E-mail:
	City	State	Zip	
Number ci	edit hours enro	lled:		_ Year: FR SO JR SR GRAD

Position applying for:

Please list the hours between 7:30 a.m. - 5:00 p.m. that you are available for work.

Monday	Tuesday	Wednesday	Thursday	Friday

Date available to begin work:

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Please indicat	e vour	availability	' tor	work dur	ing the	following	neriods.
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School year	Yes No	Summer months Yes	No	Holidays/Breaks	Yes	No
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Do you have a valid driver's license? Yes No Major area of study:

Office equipment and software applications you are familiar with:

Completed coursework related to the position applying for:

List your last three employers or last three positions, starting with the most recent.

Employer:		Title of Job:					
Address:			_Began:_	_/	_Ended:_	_/	_/
Type of Business:				 			
Hours per week:	Reason for leaving:_			 			
Duties:				 			

Employer:		Title of Job:						
Address:			Began:_	_/_	_/	_Ended:	_/	_/
Type of Business:								
Hours per week:	Reason for leaving:							
Duties:								
Employer:		Title of Job:						
			0		_/	_ Ended:	_/	_/
Type of Business:								
Hours per week:	Reason for leaving:							

You may attach a resume or include other information related to your qualifications on an attached sheet of paper.

May we contact your present employer regarding your qualifications? _____ Yes _____No

References: List three people whom we may contact regarding your work performance.

					Supe	Supervisor? Yes No		
Name	Address	City	State	Phone	Yes	No		

To the best of my knowledge, all answers to the foregoing are true and correct. I hereby grant permission to Kansas State University to contact each of my former employers listed above concerning my qualifications for employment. Permission is also granted to each of my former employers to give Kansas State University information they may have with respect to my work experience with them. I understand falsifying information on this application form may be grounds for dismissal.

Signature of Applicant

Kansas State University is committed to a policy of non-discrimination on the basis of race, sex, national origin, disability, religion, age, sexual orientation, or other nonmerit reason, in admissions, educational programs or activities, and employment (including employment of disabled veterans and veterans of the Vietnam Era), all as required by applicable laws and regulations. Responsibility for coordination of compliance efforts and receipt of inquiries, including those concerning Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act, has been delegated to, Clyde Howard, Director of Affirmative Action, Kansas State University, 214 Anderson Hall, Manhattan, KS 66506-0124 (785-532-6220).