



# WWU Student Employment Application

Please complete all portions of this application and submit to the hiring department, if requested in the job posting. Incomplete applications will not be reviewed. Your application will be reviewed as soon as possible. Only those students selected for an interview will be contacted. Please note that a criminal and employment history background check may be performed prior to offer of employment.

## Applicant Information

Position Applying for: \_\_\_\_\_ Start Date Available: \_\_\_\_\_

WWU ID No.: W \_\_\_\_\_

Full Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*  
\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ WWU E-mail Address: \_\_\_\_\_

Days/Times Available for Work (if known)	<b>MON</b>	<b>TUES</b>	<b>WED</b>	<b>THURS</b>	<b>FRI</b>	<b>SAT</b>	<b>SUN</b>

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you been awarded Work Study? YES  NO  If not, are you on the Work Study Wait List? YES  NO

Current Year Work Study Award:	Total \$	Fall \$	Winter \$	Spring \$

## Academic Information

Class Level: \_\_\_\_\_ Major Interest: \_\_\_\_\_

## Previous Employment or Volunteer Activities (Most Recent)

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Pay: \$ \_\_\_\_\_ Ending Pay: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Pay: \$ \_\_\_\_\_ Ending Pay: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

**Additional Information:** Please list special job-related skills or experience you want to include – for example computer software, specific office equipment, volunteer activities, club membership, athletic activities, language skills, customer service skills, cash handling experience, child care experience, awards earned, etc. You may use as much space as you need:

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge. By signing this application, I understand that my references may be contacted to verify previous employment.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
*(if this form is submitted electronically, signature can be obtained upon interview or hiring)*

Emergencies: Provide name of person to contact in case of an emergency \_\_\_\_\_ Phone \_\_\_\_\_

**EMPLOYING DEPARTMENT USE ONLY**

Reviewed by:	Justification:	
		_____
Interviewed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
Hired?	<input type="checkbox"/> <input type="checkbox"/>	_____
WS Award?	<input type="checkbox"/> <input type="checkbox"/>	_____

STAFF SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_