



While it is the responsibility of the student to pursue his/her own campus job, the Campus Employment Office may be able to provide information regarding specific job openings. Please feel free to visit Campus Employment, which is located on the second floor of the Administration Building.

GENERAL INFORMATION

LAST NAME FIRST MIDDLE

HOME ADDRESS CITY STATE ZIP

PHONE NUMBER

MAJOR MINOR

1. What will be your classification during this academic year? FR SO JR SR
2. How many credit hours will you be taking while you are working? 12 or more (FT) 11 or fewer (PT)
3. Are you a U.S. citizen, or do you have a visa that allows you to work on campus? Yes No
4. If employed, can you provide proof that you are at least 18 years of age? Yes No

PREVIOUS EMPLOYMENT

OFF CAMPUS	ON CAMPUS
<u>BUSINESS</u> _____	<u>DEPARTMENT</u> _____

Position _____	Position _____
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Supervisor _____	Supervisor _____
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Returning? _____

<u>BUSINESS</u> _____	<u>DEPARTMENT</u> _____
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Position _____	Position _____
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Supervisor _____	Supervisor _____
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Returning? _____

_____ Please Complete Reverse Side

Please check the skills in which you have training and/or experience:

- __Typing: _____ wpm
- __General Clerical Work (filing/answering phones)
- __Mail Handling
- __Audio-Visual Equipment Set-Up
- __Sound Equipment Set-Up
- __Computer Help Desk

- __Computer Experience: __ PC __ Mac __ Both
- __Microsoft Word
- __Excel
- __Powerpoint
- __Access
- __Publisher
- __Hardware Installation
- __Web Design
- __Quicken

Other: _____

- __Switchboard
 - __Photography
 - __Cashier
 - __Life-Saving Certification
 - __Water Safety Instructor Certification
 - __Groundskeeper
 - __Electrician
 - __Carpenter
 - __Painter
 - __Custodian
 - __Horse Experience
 - __Sports Officiating
 - __Student Athletic Training
 - __Gymnastics Instructor
 - __Food Service
 - __Writing/Journalism
 - __Telemarketing
 - __Customer Service
- Tutoring: _____(subject)

Please list any other skills/certifications you have that would be helpful in referring you to an on-campus job:

Are special accommodations required for you to carry out any job responsibilities? Yes No

Please list special accommodations required, or you may discuss directly with Campus Employment personnel.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire. I hereby give my permission for Asbury University to make inquiries into records relating to my education and employment experience. I understand that consideration of this application and the continuation of any subsequent employment depend upon the truth and accuracy of this information.

Student's Signature

Date

Please return application to: Asbury University, Human Resources Office, One Macklem Drive, Wilmore, KY 40390