



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        |
|------------------|------------------|
| BUSINESS _____   | DEPARTMENT _____ |
| Position _____   | Position _____   |
| Supervisor _____ | Supervisor _____ |
|                  | Returning? _____ |
| BUSINESS _____   | DEPARTMENT _____ |
| Position _____   | Position _____   |
| Supervisor _____ | Supervisor _____ |
|                  | 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