



Application for Student Employment

NAME: _____ NAU ID NUMBER: _____
HOME ADDRESS, CITY, STATE: _____
PHONE NUMBER(S) _____ EMAIL ADDRESS _____

Do you qualify for Federal Work Study (Check LOUIE or call the Office of Financial Aid)?	Y	N			
If so, amount of Federal Work Study Eligibility: _____					
How many credit hours are you currently enrolled?	_____	GPA: _____			
Major(s):	_____	Minor(s): _____			
What is your class status?	Freshman	Sophomore	Junior	Senior	Graduate
Have you previously been employed at NAU?	_____				
	If so, when and where? _____				
Have you ever been convicted of a Felony?	_____	If yes, please explain: _____			

Briefly describe why you are interested in this position:

YOUR SKILLS:

List all skills relevant to computer software (Excel, Word, Adobe products, etc.):

List all skills relevant to office equipment and tasks (fax, copier, phones, typing, proofing, etc.):

On a scale of 1 to 10 (with 10 being extremely comfortable and 1 being uncomfortable), please indicate your comfort level in working with students at the department window:

1 2 3 4 5 6 7 8 9 10

EMPLOYMENT HISTORY:

Present/Previous Employer: _____

Address: _____

Phone number: _____

Starting Date: _____ Leaving Date: _____

Description of work and responsibilities:

Previous Employer: _____

Address: _____

Phone number: _____

Starting Date: _____ Leaving Date: _____

Description of work and responsibilities:

PROVIDE THE NAME, TITLE, AND PHONE NUMBER OF TWO PROFESSIONAL REFERENCES:

1.) _____

How long have you known this person and in what capacity: _____

2.) _____

How long have you known this person and in what capacity: _____

PLEASE LIST HOURS OF AVAILABILITY FOR THE UPCOMING SEMESTER BETWEEN 8 AM - 5 PM:

Monday

Tuesday

Wednesday

Thursday

Friday

When are you available to start work? _____

In submitting this application, I understand that false statements will disqualify me for employment or cause by subsequent dismissal. I also understand that if accepted for employment, I shall be required to complete new hire paperwork through Human Resources, which will include providing proof of identity and eligibility to work in the United States. If hired, I understand that I will be required to sign a confidentiality agreement for the Department of Sociology and Social Work. In connection with this application, I authorize all corporations, companies, education institutions, persons at law enforcement agencies, military services, former employees and references to release information that they may have about me to Northern Arizona University or its agents and release them of any liability for doing so. If I accept employment as a student employee, I understand that employment is probationary for 30 days and that successful completion of probation does not guarantee permanent employment.

Signature _____ **Date** _____

NOTE: Please feel free to **attach a resume** to this application. If you need additional writing space, please use the back.