



University Computing at WCSU STUDENT APPLICATION FOR EMPLOYMENT



Please print or type all information except signature.

GENERAL INFORMATION

Student ID Number _____

Name _____
Last First Middle Initial Date of Birth _____

Present Home Address _____
Street City State Zip Code

On Campus Address (if applicable) _____ E-Mail: _____

Home Telephone _____ Mobile Telephone _____

Expected Graduation Date _____ Major _____ GPA _____

POSITION INFORMATION

Position Applied For (circle one): Computer Center Assistant Office Front Desk ResNet Support Team

Campus Preference (circle one): Midtown Westside No Preference

Salary Desired (hourly): \$ _____ How many hours can you work weekly (max. 20 during the semester)? _____

Have you ever filed an application here before? Yes No If yes, give date _____

Have you ever been employed here before? Yes No If yes, give date _____

Are you currently employed? Yes No If yes, may we contact your employer? Yes No

COMPUTER SKILLS

Check off those computer skills with which you are proficient.

MICROSOFT OFFICE 2007:

Word Excel PowerPoint
 Publisher Access FrontPage

BASIC COMPUTER USE:

PC Mac

MULTIMEDIA/WEB:

Web Page Design/HTML
 Adobe CS3

Other. Please list: _____

FOR OFFICE USE ONLY

Date of Interview _____ Assigned Location(s) _____ Approved Hourly Wage _____

Date of Hire _____ Notes/Information: _____

Training Date _____

EDUCATION

Please list the information and areas of study for each school that you have attended, excluding WCSU.

Type of School	Name of School	Location (Complete mailing address)	Years Completed	Major & Degree
High School				
College				
Other				

Special Honors/Awards _____

WORK EXPERIENCE

Please list your previous work experience beginning with your most recent job held.

Employer:		Employer:	
Address:		Address:	
City, State, Zip		City, State, Zip	
Dates Employed:		Dates Employed:	
Position Held:		Position Held:	
Supervisor (Name & Title):		Supervisor (Name & Title):	
Description of Duties:		Description of Duties:	
Reason for Leaving:		Reason for Leaving:	

MILITARY

Are you a veteran of the United States Military? Yes No If yes, what branch? _____

If yes, Date Entered _____ Date and Type of Discharge _____

If yes, please describe any special skills or training acquired while in the service:

REFERENCES

Please list two references other than relatives or previous employers.

Name _____	Name _____
Address _____	Address _____
Telephone _____	Telephone _____
Company & _____	Company & _____
Position _____	Position _____
Years Known _____	Years Known _____
Relationship _____	Relationship _____

OTHER SPECIAL SKILLS/MISCELLANEOUS INFORMATION

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications and skill set, e.g., fluency in other languages, licenses, certification, special training received for the position for which you are applying, etc.

AVAILABILITY

Please list the **hours you can commit** to work.

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Saturday _____

Sunday _____

Computer centers are staffed the following hours during the semester:

- Monday—Thursday: 8AM—11PM
- Friday: 8AM—4PM
- Saturday: 10AM—6PM
- Sunday: 10AM—11PM

The front desk is staffed during the following hours:

- Monday—Friday: 8:30AM—5PM

INTEGRITY ASSURANCE

I certify that answers given herein are true and complete to the best of my knowledge, as the information provided in this document will be used as a basis for arriving at an employment decision. I understand that this application is not intended to be a contract of employment. In the event of employment, I understand that false or misleading information given on my application or interview may result in termination.

Applicant Signature _____ Date _____

REFERRAL SOURCE

Please check off the source which corresponds to your referral to this position.

- The Echo On-Campus Sign Friend Other. Please specify _____
 WCSU Website Employee Walk-In

“University Computing, at Western Connecticut State University, will provide an information technology environment that delivers a seamless learning atmosphere for students, faculty, and staff. The University will be a leader in using technology to enhance teaching and learning to meet the educational needs of a diversified student body, faculty, and staff. University Computing supports the University's mission of empowering students, assuring effective teaching, strengthening partnerships with people and institutions while supporting continuous improvement, and intellectual integrity.”

- University Computing Mission Statement, 2007-2009 Information Technology Strategic Plan

Applications received will be kept on file for one semester.
Positions are filled on an as-needed basis.

If you have any questions, please feel free to contact:
Computer Centers: Joe Sousa at sousaj@wcsu.edu
Front Desk: Gail Walsh at walshg@wcsu.edu
ResNet Support Team: Derek B. Roy at royd@wcsu.edu

www.wcsu.edu/technology/students
203.837.8467