



PROSPECTIVE STUDENT ASSISTANT

Thank you for your interest in a position with the Office of Student Involvement in the Student Center. The role of the student assistant in our offices is vital to the high standard of student services we desire to achieve. Because we serve several areas within the department, there are a wide variety of work experiences available. You will have general training opportunities and specific training for each position.

Below, please note your specific preferences for any area and within each area please note your specific office preferences. All preferences will be considered and placement will depend upon your class schedule and offices needs. You may be assigned to more than one of the offices listed.

All stations offer routine business hours with some evening schedules

Check ALL areas that you prefer:

- Area 1 – These offices focus on student leadership, organizations, service and special projects.
 - Student Government
 - Center for Student Involvement
 - Center for Community Outreach

- Area 2 – These areas focus on student services; they require more technical/production and problem solving skills.
 - Dining & Plus Account Office
 - WildCard U.K.I.D. Center
 - Ticket Office

- Area 3 – These positions keep students connected to the hub of campus entertainment and special events.
 - Student Involvement Office
 - Rasdall Art Gallery

Please complete the attached application and return it to Room 107 Student Center, The WildCard U.K.I.D. Center.

Thank you!

UK UNIVERSITY OF KENTUCKY

Student Involvement

APPLICATION FOR STUDENT ASSISTANT FALL 2009

Applicant Name	(Last Name)		(First Name)		(Middle Init)
Gender	(M/F)	Marital Status	(M/S)	Student Number	
E-mail Address	@				
Local Address	(Street Address and Apartment)				
	(City)	(State)	(Zip Code)	(Telephone)	
Permanent Address	(Street Address and Apartment)				
	(City)	(State)	(Zip Code)	(Telephone)	

EMPLOYMENT AND STUDENT STATUS

(1) Are you a U.S. Citizen? Yes No

(2) Have you been or are you currently employed in another department at UK?

Yes No If yes, where? _____ How many hours? _____

(3) Please complete the following:

Undergraduate: Fr _____ Soph _____ Jr _____ Sr _____

Graduate Student

Current Cumulative GPA _____ (all applicants must have a 2.0 GPA)

(4) Are you eligible for Federal Work Study?

Yes No How many hours (or amount) per semester? _____

Major Field of Study		Expected Graduation Date	(Mo) (Yr) /
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STUDENT INVOLVEMENT

**Applicant
Name**

**Social
Security**

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1. How were you referred to Student Involvement?
 student employee UK staff/faculty Work Study Office advertisement other
2. Why do you want to work in Student Involvement?

3. As an employee, what are your skills and strengths?

4. Do you prefer to work independently on tasks or be supervised closely and given frequent instruction? _____

5. How many hrs/week would you like to work? _____ (maximum is 20)

Note: Incomplete applications will not be considered.

Interviewer's Notes:

EMPLOYMENT HISTORY (as complete as possible, begin with most current employer)							
(1)	Employer Information	(Company Name)			(City)	(State)	
	Employed From	(Mo) (Yr) /	Employed To	(Mo) (Yr) /	Supervisor Information	(Supervisor's Name)	(Telephone) ()
	Title/Job Description						
	Reason for Leaving				May we contact this supervisor? <input type="checkbox"/> yes <input type="checkbox"/> no		
(2)	Employer Information	(Company Name)			(City)	(State)	
	Employed From	(Mo) (Yr) /	Employed To	(Mo) (Yr) /	Supervisor Information	(Supervisor's Name)	(Telephone) ()
	Title/Job Description						
	Reason for Leaving				May we contact this supervisor? <input type="checkbox"/> yes <input type="checkbox"/> no		
(3)	Reference Information	(Name, Position)			(Company)	(Years known)	
	Address						
	Phone						
(4)	Reference Information	(Name, Position)			(Company)	(Years known)	
	Address						
	Phone						

APPLICANT SIGNATURE		OFFICE USE ONLY			
I certify that the above information is true and accurate to the best of my knowledge. Signature gives permission to Student Involvement to check academic records and references.		Interviewed By/Date			/ /
		Hired	Rejected	Salary \$	Start Date / /
		Interviewer's Comments:			
Signature					
Date	/ /				

