



# Application For Student Employment

Student Employment Services  
112 Scovell Hall  
Lexington, KY 40506-064  
859-257-9555

Date: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Name \_\_\_\_\_  
(Last) (First) (M.I.)

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Local Address: \_\_\_\_\_

Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Home Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

U. S. Citizen or Permanent Resident? Yes  No

If no, state type of Visa: \_\_\_\_\_

Have you ever been convicted of a felony? Yes  No

If yes, provide city, county, state, and year of conviction: \_\_\_\_\_

Have you ever been employed by the University? Yes  No

If yes, please list department name(s) and dates of employment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you on academic probation at the current time? Yes  No  (If yes, written permission from advisor is required before referral.)

Student Status: Full time:  Part time:  # Hours: \_\_\_\_\_

Transportation: None  Auto  Bike

Classification: FR  SOPH  JR  SR  GRAD

Valid Driver's License: Yes  No

Major: \_\_\_\_\_ Minor: \_\_\_\_\_ Anticipated Graduation Date: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Special licenses, certificates or foreign languages \_\_\_\_\_

Employment Interests: List specific job numbers from the Student Employment Job Listing which meet your requirements for **class schedule** and hourly rate.

Job Numbers: # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_

Previous Job Experience (including volunteer work): List your most recent position first.

| Dates Employed | Company | Position | Duties |
|----------------|---------|----------|--------|
| _____          | _____   | _____    | _____  |
| _____          | _____   | _____    | _____  |
| _____          | _____   | _____    | _____  |
| _____          | _____   | _____    | _____  |

Have you ever been discharged from any position? \_\_\_\_\_ If so, why? \_\_\_\_\_

Check the following computer skills and languages which you are comfortable utilizing:

Word  Word Perfect  Excel  Access  Lotus  Power Point  Internet  E-Mail

Programming/Graphic Design Skills Other: \_\_\_\_\_

Other office experience:  Typing  Faxing  Copying Other: \_\_\_\_\_

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TOTAL NUMBER OF HOURS YOU WOULD LIKE TO WORK PER WEEK: \_\_\_\_\_ ON CAMPUS  OFF CAMPUS

Specifically indicate daytime and evening hours you are **AVAILABLE** to work.

|           | A.M.  | P.M.  |
|-----------|-------|-------|
| Monday    | _____ | _____ |
| Tuesday   | _____ | _____ |
| Wednesday | _____ | _____ |
| Thursday  | _____ | _____ |
| Friday    | _____ | _____ |
| Saturday  | _____ | _____ |
| Sunday    | _____ | _____ |

How did you learn about student employment? \_\_\_\_\_

I certify that all answers to the questions in this application are true, and I further understand that any false statement and/or omission in this application will be sufficient grounds for rejection of the application, or termination of employment without notice. I authorize the University to make any and all necessary and appropriate investigations to verify the information contained herein, including criminal records and work experience checks. References obtained are done so in confidence and I understand that my rights to review any reference material are waived. I also understand prior to employment, I must provide information related to identity and employability. Failure to provide appropriate documentation for verification of employment eligibility shall result in immediate termination of employment, and/or offer of employment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed