



## APPLICATION FOR STUDENT EMPLOYMENT

*The College of Mount Saint Vincent conducts all business relating to employment without regard to sex, age, race, color, religion, creed, marital status, national origin, alienage, ancestry, citizenship, disability, genetic information, sexual orientation, military or veteran status, or any other classification protected under applicable federal, state or local law.*

***We are an Affirmative Action, Equal Opportunity Employer.***

College of Mount Saint Vincent

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

**PERSONAL INFORMATION**

Name \_\_\_\_\_  
                     **First**  **Middle**  **Last**

Major: \_\_\_\_\_ Year: \_\_\_\_\_  
   **Freshman/ Sophomore/ Junior/ Senior**

Present Address: \_\_\_\_\_  
                     (Campus)                    **Street (Dorm)**                    **City (Room #)**                    **State**                    **Zip**

Preferred Email Address: \_\_\_\_\_ Cellular Phone Number: \_\_\_\_\_

*Have you ever worked at The College of Mount Saint Vincent as a student employee before?*     \_\_ yes     \_\_ no

If yes, \_\_\_\_\_, \_\_\_\_\_  
   **(Job Title)**  **(Department)**

**POSITION DESIRED**

*Please rank the below positions in order of priority (1=highest)*

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Residence Hall Escorts         | <input type="checkbox"/> Financial Assistants                        | <input type="checkbox"/> Admission Project Leaders    |
| <input type="checkbox"/> Desk Assistants                | <input type="checkbox"/> Desk Managers                               | <input type="checkbox"/> Dolphin Dialers              |
| <input type="checkbox"/> Office Assistants              | <input type="checkbox"/> Office Associates                           | <input type="checkbox"/> Tutors in Academic Resources |
| <input type="checkbox"/> Game Day Event Staff           | <input type="checkbox"/> Commuter Assistants                         | <input type="checkbox"/> Athletic Trainers            |
| <input type="checkbox"/> Tour Guide Assistants          | <input type="checkbox"/> Tour Guide Leaders                          | <input type="checkbox"/> Student Ambassadors          |
| <input type="checkbox"/> Ambassador Assistants          | <input type="checkbox"/> Ambassador Leaders                          | <input type="checkbox"/> Help Desk Technicians II.    |
| <input type="checkbox"/> Team Managers                  | <input type="checkbox"/> Help Desk Technicians I.                    | <input type="checkbox"/> Campus Events Staff          |
| <input type="checkbox"/> Help Desk Phone Support Agents | <input type="checkbox"/> Lab Assistants                              | <input type="checkbox"/> Food Service Assistant       |
| <input type="checkbox"/> Store Assistants               | <input type="checkbox"/> Community Service<br>(Work Study Assistant) | <input type="checkbox"/> Operations Assistant         |
|   |  | <input type="checkbox"/> Facilities Assistant         |
|   |  | <input type="checkbox"/> Library Assistant            |

**Hours and days available for work**

|        |                              |                              |                              |                                |                              |                              |                              |
|--------|------------------------------|------------------------------|------------------------------|--------------------------------|------------------------------|------------------------------|------------------------------|
|        | <input type="checkbox"/> Mon | <input type="checkbox"/> Tue | <input type="checkbox"/> Wed | <input type="checkbox"/> Thurs | <input type="checkbox"/> Fri | <input type="checkbox"/> Sat | <input type="checkbox"/> Sun |
| Times: |                              |                              |                              |                                |                              |                              |                              |

Are you capable of performing the essential functions of the job for which you are applying with or without a reasonable accommodation?  Yes  No

**SKILLS** Please list any special skills you may have, including computer experience. Please list any computer software and your degree of fluency:

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**EMPLOYMENT HISTORY** List below the last two positions you have held. Please start with the most recent.

1) Employer: \_\_\_\_\_ Employment dates: \_\_\_\_\_  
from to

Job title: \_\_\_\_\_

May we contact? \_\_\_\_\_

2) Employer: \_\_\_\_\_ Employment dates: \_\_\_\_\_  
from to

Job title: \_\_\_\_\_

May we contact? \_\_\_\_\_

**APPLICANT'S STATEMENT** I understand that my employment may be terminated with or without cause or notice, at any time, at either my option or that of The College of Mount Saint Vincent. I understand that no management representative has any authority to enter into any agreement for continuing employment for any specific period of time or which is contrary to the foregoing without written approval of The College of Mount Saint Vincent. I give The College permission to contact all or any of my previous employers and references and authorize them to provide all information requested of them by the College. I understand that any offer of employment is conditioned upon receipt of satisfactory references.

I have provided truthful and complete responses to all inquires in this application and understand that the discovery of any falsification or omission constitutes grounds for immediate dismissal, should I become employed. If employed, I will abide by all College of Mount Saint Vincent rules and regulations, which I understand are subject to change.

I acknowledge that I have read all of the above statements, and that I understand them.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date