



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 mark positions with your priority choices. (1=highest)

- | | | |
|--|--|--|
| <input type="checkbox"/> Facilities Department Escort | <input type="checkbox"/> Lab Assistant | <input type="checkbox"/> Admission Tour Guide |
| <input type="checkbox"/> Desk Assistant | <input type="checkbox"/> Commuter Assistant | <input type="checkbox"/> Dolphin Dialer (Seasonal) |
| <input type="checkbox"/> Office Assistant | <input type="checkbox"/> Office Associate | <input type="checkbox"/> Tutor in Academic Resources |
| <input type="checkbox"/> Help Desk Phone Support Agent | <input type="checkbox"/> Help Desk Technicians I | <input type="checkbox"/> Help Desk Technicians II |
| <input type="checkbox"/> No Bookstore Assistant I | <input type="checkbox"/> No Bookstore Assistant II | <input type="checkbox"/> Student Athletic Trainer |
| <input type="checkbox"/> Game Day Event Staff | | <input type="checkbox"/> Fitness Center Manager |
| <input type="checkbox"/> Community Service | | <input type="checkbox"/> Student Event Staff |

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:

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: _____ Salary: _____

May we contact? _____

2) Employer: _____ Employment dates: _____
from to

Job title: _____ Salary: _____

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