



Northwestern State University

A member of the University of Louisiana System

NORTHWESTERN STATE UNIVERSITY STUDENT EMPLOYMENT APPLICATION

INSTRUCTIONS:

1. Completely fill out application in ink.
2. Return application to the **Office of Student Employment, 234 Student Services Center.**

PERSONAL INFORMATION: Fill out completely. Do not use your temporary university address.

SOCIAL SECURITY NUMBER: _____ — _____ — _____

NAME: _____
 Last Name First Name Middle

E-MAIL ADDRESS: _____ LOCAL PHONE NUMBER: _____

Are you at least 18 years of age? Yes No

PERMANENT MAILING ADDRESS (Street or P.O. Box No.) City State Zip

CHECK MAILING ADDRESS (If different from permanent address) City State Zip

MAJOR: _____

IN WHAT SEMESTERS WOULD YOU LIKE TO WORK? Check all that apply: Fall 20____ Spring 20____ Summer 20____

DO YOU HAVE RELIABLE TRANSPORTATION? Yes No

HAVE YOU WORKED ON CAMPUS BEFORE? Yes – If yes, where? _____ No

CAN YOU WORK NIGHTS AND WEEKENDS? Yes No

SKILLS ASSESSMENT/WORK HISTORY: Check all that apply. DO NOT check a skill if it does not apply to you!

- | | | |
|--|--|---|
| <input type="checkbox"/> Typing/Data Entry | <input type="checkbox"/> Bookkeeping | <input type="checkbox"/> Tutoring |
| <input type="checkbox"/> Filing | <input type="checkbox"/> Customer Services | <input type="checkbox"/> Bulk Mailing |
| <input type="checkbox"/> Answering Phones | <input type="checkbox"/> Spreadsheets | <input type="checkbox"/> Computer Repairs |
| <input type="checkbox"/> Delivery | <input type="checkbox"/> Stocking Supplies | <input type="checkbox"/> Computer Programming |
| <input type="checkbox"/> Child Care | <input type="checkbox"/> Inventory | |
| <input type="checkbox"/> Web Design | <input type="checkbox"/> Carpentry | |

PLACEMENT: List three areas you would like to work.

WHICH CAMPUS WILL YOU BE ATTENDING? Natchitoches Alexandria Shreveport Leesville

University policy does not permit students to have two jobs on campus. In the event you receive a job assignment prior to submitting this application and/or job assignment not covered by this application, it is your responsibility to notify this office immediately.

- Employees/Potential Employees – Veronica M. Biscoe, EEO Officer (318-357-6359)
- Students – Frances Conine, Dean of Students (318-357-5286)

Northwestern State University is an affirmative action/equal opportunity employer. Women, minorities, and individuals with disabilities are encouraged to apply.

For Americans with Disabilities Act (ADA) concerns, contact the Disability Support and Tutoring Director, Catherine Fauchaux, at 318-357-4460.

Northwestern State University does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following individuals have been designated to handle inquiries regarding non-discrimination policies (i.e., Title IX):

Full disclosure statement: <http://universityplanning.nsula.edu/notice-of-non-discrimination/>

*Inquiries regarding employment applications should call Business Affairs (318-357-5446).

Signature _____

Date _____

FOR OFFICE USE ONLY

Department Assignment: _____ Regular Employment: _____ FWS: _____