



Northwestern State University

A member of the University of Louisiana System

NORTHWESTERN STATE UNIVERSITY STUDENT EMPLOYMENT APPLICATION

INSTRUCTIONS:

1. Completely fill out application and attached documents in ink.
2. Make a copy of your social security card and drivers license/picture ID. Attach documents to the application.
3. Return application to the **Office of Student Employment, 002 Roy Hall (basement).**

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: _____

BIRTHDAY: ____/____/____ SEX: M F MARITAL STATUS: Single Married

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

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.

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

Signature _____

Date _____

FOR OFFICE USE ONLY

Department Assignment: _____ Regular Employment: _____ CWSP: _____