



**Park University Student Employment  
Application and Interview Form  
School Term: 2010 - 2011**

**Section A: (To be completed by all students)**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Student ID#: \_\_\_\_\_  
 Local Address: \_\_\_\_\_ Social Security #: \_\_\_\_\_  
 City/State/ZIP: \_\_\_\_\_ Home phone#: \_\_\_\_\_  
 Emergency Contact: \_\_\_\_\_ Campus Box#: \_\_\_\_\_

Please indicate below hours available to work: i.e. Monday 9:00-11:30 and 1:00-3:30

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

Do you plan to live on campus?	yes / no	Will you have access to a car?	yes / no
Are you a beginning freshman?	yes / no	Will you have a job off-campus	
If not, list year in school	_____	while attending Park?	yes / no
Are you an athlete?	yes / no	If so, list # of hours per wk	_____
If so, which sport?	_____	What is your Major?	_____

I have the following skills: (check all that apply)

- |   |  |                                    |
|---|--|------------------------------------|
| <input type="radio"/> Customer Service  | <input type="radio"/> Numerical Ability    | <input type="radio"/> Filing       |
| <input type="radio"/> Typing, WPM _____ | <input type="radio"/> Detail Oriented      | <input type="radio"/> Tutoring     |
| <input type="radio"/> Computer Skills   | <input type="radio"/> Creative, Innovative | <input type="radio"/> Other: _____ |
| <input type="radio"/> Calculator        | <input type="radio"/> Organized            |                                    |
| <input type="radio"/> Maintenance       | <input type="radio"/> Communication Skills |                                    |

Please list health restrictions and/or special accommodations required (optional):

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

I agree to be a dependable, productive employee, I understand that if I am not, I may be terminated from the Student Employment Program.

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Date

**Section B: (To be completed by Interviewing Supervisor:)**

Department: \_\_\_\_\_ Bldg/Room #: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ Phone#: \_\_\_\_\_  
 Comments: \_\_\_\_\_  
 Student was Hired / Rejected (If rejected please indicate why in Comments.)  
 Position: \_\_\_\_\_ Level, step (or pay increase): \_\_\_\_\_  
 \_\_\_\_\_  
 Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

**Section C: (To be completed by Student Employment Office:)**

Pay rate \$: \_\_\_\_\_ Hours per Week: \_\_\_\_\_ Total Hours: \_\_\_\_\_ Total Award \$: \_\_\_\_\_  
 Employment Period: \_\_\_\_\_ Dept. Info: \_\_\_\_\_  
 Documents received: Fed W-4 \_\_\_\_\_ MO W-4 \_\_\_\_\_ I-9 w/ ID's \_\_\_\_\_ Contract \_\_\_\_\_