



STUDENT EMPLOYMENT APPLICATION

Section 1 – Personal Information

Name _____
Last First MI

Address _____
Number Street Apt

_____ City State Zip Code

Dorm Address _____
Number Hall Room Number

Tel
() _____

Cell
() _____

E-mail (if any)

Dorm Number
() _____

Section 2 – Other Information

Do you have a Federal Work Study Grant? Yes No

Grant Amount: \$ _____ **Semester/Date Available to work:** _____

Are you 18 years or over? Yes No If "no," what is your date of birth? _____

Have you ever been convicted of a crime other than a minor traffic violation?* Yes No

*Please do not include convictions that are (a) sealed; or (b) have been adjudicated as youthful offender status.

If "yes," please state date(s), nature of crime and circumstances: _____

(A conviction record will not necessarily bar employment) _____

Which School/College are you enrolled in? College of Professional Studies St. John's College of Arts and Sciences

The Peter J. Tobin College of Business College of Pharmacy and Allied Health Professions

The School of Education School of Law

Check appropriate box: Freshman Sophomore Junior Senior Graduate Student Transfer

Have you ever been employed as a student worker at St. John's University? Yes No

If "yes", complete the following:

Department _____ Supervisor _____ Tel _____

Dates of Employment _____ Job Duties _____

Reason for leaving _____

Which semester break are you available to work? Summer Winter Spring

Section 3 – Skills Information

Computer Software Skills (i.e., Microsoft Word): _____

Office Skills (Please check appropriate box):

Typing wpm _____ Filing Telephone Data Entry

Certifications: CPR expiration date _____ Swimming Fitness Other

Foreign Languages:

Speak Read Write _____

Speak Read Write _____

Section 4 – Dates Available

Instructions:

1. PLACE A "C" IN THE SPACE WHERE YOU ARE **SCHEDULED FOR CLASSES**
2. PLACE AN "X" IN THE SPACE WHERE YOU ARE **UNABLE TO WORK** (i.e. sports, study hours, activities)

	Mon.	Wed.	Fri.
7 – 9 a.m.			
9 – 10:05 a.m.			
10:05 – 11:05 a.m.			
11:05 a.m. – 12:15 p.m.			
12:15 – 1:20 p.m.			
1:20 – 2:20 p.m.			
2:20 – 3:30 p.m.			
3:30 – 5:30 p.m.			
5:30 – 7 p.m.			
7 – 11 p.m.			

	Tues.	Thurs.	Sat.
7 – 9:05 a.m.			
9:05 – 10:40 a.m.			
10:40 a.m. – 12:10 p.m.			
12:10 – 1:30 p.m.			
1:30 – 3 p.m.			
3 – 4:35 p.m.			
4:35 – 6:10 p.m.			
6:10 – 8:20 p.m.			
8:20 – 11:00 p.m.			

PLEASE READ CAREFULLY BEFORE SIGNING

- I understand and agree that neither this application nor any written or oral communication by St. John's University representative shall constitute an employment contract.
- I understand that my employment is "at will" and can be terminated by St. John's University or by my resignation at any time and for any reason.
- I hereby declare that my answers to the above questions are complete and true, and I understand that any false or incomplete statements are sufficient cause for dismissal.

Print Name

Signature of Applicant

Date

St. John's University is an equal opportunity employer.

Consistent with its mission as a Catholic, Vincentian and metropolitan institution of higher education, St. John's University abides by all applicable federal, state and local laws, which prohibit discrimination on the basis of race, religion, color, national or ethnic origin, age, sex (including sexual harassment), sexual orientation, marital status, disability, citizenship, genetic predisposition, carrier status or any other characteristics prohibited by law in any employment program, policy or practice.