

Winter 2010



EMU, 100 Olds/Robb, Ypsilanti, MI 48197

PERSONAL HISTORY

New Employee Application
 (Please submit all applications to Michelle)
 Employment and placement will be based on returning employees, work study and availability. Weekend and early AM availability is essential to our operation.

Email: _____

Name (First, Middle, Last)					Social Security #	
Local Address						Contact # preferably cell
Street		City	State	Zip		
Home Address						Phone Number
Street		City	State	Zip		
Notify in case of Emergency						Phone Number
Street		City	State	Zip		

STUDENT STATUS

CERTIFICATIONS (CPR, First Aid, Lifeguard, Aerobics, etc.)

Please attach copy of certification

Student Number	Number of credits hrs. registered	Certification:
Class Standing (circle) Fr., Soph., Jr., Sr., Grad.	Anticipated Graduation Date	Exp. Date:
Are you presently employed by another EMU Department? YES or NO		Certification:
Do you have work-study approval? If so, please add amount per semester YES or NO \$		Exp. Date:

EMPLOYMENT HISTORY (Most recent first)

Employer	Address (City & State)	Phone Number	Dates Employed	Supervisor Name & Title
Position Held	Brief Description			
Employer	Address (City & State)	Phone Number	Dates Employed	Supervisor Name & Title
Position Held	Brief Description			
Additional Skills Relevant to Position				

Please describe briefly why you would like to work at the Rec-Im:

People who do not have work-study can still be hired if their availability fits the REC/IM needs. Shifts tend to open at any time during the semester. Therefore we will keep your application on file, although please keep checking with us for availability. If you have any questions, please contact Michelle at 734-487-1338.

Name: _____ Hours per week desired _____ (29max)
 Accurately cross out the times when you CANNOT work on the schedule below. Please allow time to get to and from class. For example, if you have a class that ends at 11:00, don't say you can start at 11:00. Instead, cross out time blocks up to 11:30. If you

have class that begins at 12:00, don't say you can work up to 12:00, and want to leave at 11:50. If you're hoping to get many hours, leave a good amount of availability.

ACCURATELY CROSS OUT THE TIMES WHEN YOU CANNOT WORK !

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:15-7:30							
7:30-8							
8-8:30							
8:30-9							
9-9:30							
9:30-10							
10-10:30							
10:30-11							
11-11:30							
11:30-12							
12-12:30							
12:30-1							
1-1:30							
1:30-2							
2-2:30							
2:30-3							
3-3:30							
3:30-4							
4-4:30							
4:30-5							
5-5:30							
5:30-6							
6-6:30							
6:30-7							
7-7:30							
7:30-8							
8-8:30							
8:30-9							
9-9:30							
9:30-10							

Circle 3 areas you are interested in and rank from 1 to 3 order of preference:

Work study/regular can apply for the following:

- Lifeguard (must be certified)
- Maintenance
- Fitness Room Attendant
- Intramural Office Assistant Club Pool ID Checker
- Front Counter Attendant
- University Park Grounds

Must be work study:

- ProShop Sales Associate*
- Noon Hoops*
- Building Services*
- Group Fitness Office Assistant*

IM

Return all applications to Michelle Owens.

BY SIGNING THIS FORM, YOU WAIVE YOUR RIGHT TO PRIVACY AND ALLOW THE REC/IM PROFESSIONAL STAFF TO VERIFY THAT YOU ARE IN GOOD ACADEMIC AND DISCIPLINARY STANDING. YOU ALSO ATTEST THAT THE INFORMATION PROVIDED ON THIS APPLICATION IS GIVEN TO THE BEST OF YOUR KNOWLEDGE. YOU ALSO UNDERSTAND THAT FALSIFICATION OF ANY INFORMATION, FOR ANY REASON, WILL RESULT IN IMMEDIATE DISMISSAL FROM THE RECREATION INTRAMURAL DEPARTMENT.

Signature

Date