



Returning Employee Application

(Please submit all applications to Michelle)

Employment and placement will be based on returning employee work study and availability. Early AM, weekend and Building Service shifts are essential to our operation. We are looking for flexible staff!

EMAIL:

PERSONAL HISTORY

Name (First, Middle, Last)					Social Security #	
Local Address						Phone Number Cell Phone
Street		City	State	Zip	Dorm #	
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:

Certain positions require prior certification, however, everyone is eligible to apply for every position. Please select 3 areas that you would like to work. Please number positions in order of top 1, 2, 3 choices.

- | | | |
|----------------------------|-----------------------|----------------------------|
| ____ Supervisor | ____ Maintenance* | ____ Park Grounds |
| ____ Building Services* | ____ Noon Hoops* | ____ Fit Room Attendant |
| ____ Front Counter | ____ Office Assistant | ____ Intramural Office OA* |
| ____ Lifeguard | ____ Pro Shop* | ____ Club Pool ID Checker |
| ____ Intramural Office OA* | ____ Courtside | |

*Please keep in mind that work study is required for all positions with an **

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Name: _____ Hours per week desired _____ (20/29max)

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
6-6:30							
6:30-7							
7-7:30							
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							

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