



# EMU Student Center: Building Operations

## Student Employment Application

(updated 05/10/07)

Please fill out completely and return to the University Information Center.

TODAY'S DATE \_\_\_\_\_

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ M.I. \_\_\_\_\_

EMU Student # \_\_\_\_\_ E-mail Address \_\_\_\_\_

Local Address \_\_\_\_\_ Permanent Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Semester(s) for which you are applying:  
 Fall    Winter    Spring    Summer

Class Status:  
 Fr    So    Jr.    Sr.    Grad

Are you a commuter student (live-off campus?)       Yes    No

Hours Completed at EMU \_\_\_\_\_ Cumulative GPA \_\_\_\_\_

Anticipated Graduation Date \_\_\_\_\_ Major \_\_\_\_\_ Minor \_\_\_\_\_

Do you have College Work Study?      \_\_\_ Fall    \_\_\_ Winter    \_\_\_ Spring    \_\_\_ Summer

*If you are eligible for CWS, you would have been notified through your Financial Aid Award Letter.*

**Building Operations Positions:** Please mark all that you are interested in \_\_\_\_\_

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Event Technician      | <input type="checkbox"/> Audio-Visual Technician                           | <input type="checkbox"/> Graphic Designer       |
| <input type="checkbox"/> Building Manager      | <input type="checkbox"/> Info. Desk Attendant, Univ. Info. Center          | <input type="checkbox"/> Web Designer/Webmaster |
| <input type="checkbox"/> Dining Room Attendant | <input type="checkbox"/> Office Assistant (Event Planning, Administration) | <input type="checkbox"/> Other _____            |

**Work Experience:** Please list relevant work experience \_\_\_\_\_

	Company Name	Dates Worked	Job Duties
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

**References:** List three references that we may contact

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	Name	Address	Telephone
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

**Other Applicable Skills:** List additional abilities, skills, and experiences that best prepare you for position(s) applied:

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- Describe what you consider good customer service.
  
- Describe what you consider bad or unhelpful customer service.
  
- What do you see as the role of an operations student employee at the EMU Student Center?
  
- What time commitments do you anticipate for the semester(s) you are applying for? Include activities, other employment, class load, and personal commitments.
  
- Additional Comments (Anything else that you would like us to know about you):

**Availability Schedule:**

I have read, understand, and if hired will meet or exceed the general expectations as described on The Center for Student Involvement and Campus Life expectation sheet.

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Signature of Applicant