E REC/IM

FALL 2020

Name (First, Middle, Last)	Email (please use your emich email address): **@emich.edu**

Local Address	Contact Number
Street City State Zip	*If rehired, this information should match your When to Work profile.*

Home Address	Phone Number
Street City State Zip	

Contact in case of emergency Name of person Relation to you	Phone Number

STUDENT STATUS

		CERTIFICATIONS (CPR, First Aid, Lifeguard, etc.) Please attach copy of certification
Student Number	Number of credits hrs. registered FA '20	Certification: Exp. Date

Class Standing (circle) Anticipated Graduation Date Fr., Soph., Jr., Sr., Grad. _____	By initialing the following statements acknowledges that you have read and understand: Discipline policy _____ Student Employee Handbook _____ Assigned job description _____ REC/IM Emergency Procedure Manual _____ Signed Confidentiality Statement and Michelle has on file _____ As a REC/IM employee, will check my emich account daily _____
Are you presently employed by another EMU Dept. or will be Fall '20? YES or NO	
Do you have work-study approval? If so, please add amount per semester YES or NO $	Will you be commuting to work more than a 15 minute drive? YES or NO
	Preferred form of communication: (rank in order of most (1) to least (3) preferred 1,2,3) ____ Email ____ Phone ____ Text

Supervisors and Lifeguards require prior certification.
Please select 3 areas that you would like to work.
Number positions in order of top 1, 2, 3 choices.

____ Building Supervisor	_____ Official/Referee	_____ Marketing
____ Supervisor-in-Training	_____ IT Support Staff	_____ E-Sports
____ Front Counter	_____ Building Services	_____ University Park Grounds
____ Back Entrance	_____ Office Assistant	_____ Intramural Supervisor
____ Fit Room Attendant	_____ Personal Trainer	_____ Group Fitness Instructor
____ Field/Pool Maintenance	_____ 4th Floor Attendant	_____ Club Pool ID Checker

Name: _____ Hours per week desired_____ (29 max)

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 <u>CANNOT</u> WORK!

NOTE: Your availability should match your "WHEN TO WORK" availability.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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							
10-10:30							
10:30-11							
11:-11:30							
11:30-12							

Once the REC/IM has received your application and employment is verified and accepted, you will receive a request from "WHEN TO WORK". Please be sure to complete this request or you will not be scheduled.

_____   _____
Signature   Date

Please submit completed applications to rec_im@emich.edu