



**Fall 2021**

**New Employee Application**

Employment and placement will be based on employee work study and availability. Early morning, weekend, and cleaning shifts are essential to the success of our operation. We appreciate flexible, positive, energetic applicants that are passionate about wellness!

|                            |      |                                              |     |
|----------------------------|------|----------------------------------------------|-----|
| Name (First, Middle, Last) |      | Email (please use your emich email address): |     |
|                            |      | <b>@emich.edu</b>                            |     |
| 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**

Student Number      Number of credits hrs. registered (6 required)

Class Standing (circle)      Anticipated Graduation Date  
Fr., Soph., Jr., Sr., Grad.      \_\_\_\_\_

Are you presently employed by another EMU Dept. or will be Fall '21?      YES or NO

Do you have work-study approval?  
If so, please add amount per semester  
YES or NO      \$

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

Please attach copy of certification

Certification:      Exp. Date

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, I will check my emich account daily \_\_\_\_\_

Will you be commuting to work more than a 15 minute drive?

YES or NO

Please describe briefly why you would like to work at the REC/IM:

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**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         | _____ Fitness Center Attendant | _____ Marketing/Graphic Design      |
| _____ Supervisor-in-training      | _____ Group Fitness Instructor | _____ Intramural Supervisor         |
| _____ Customer Service/Front Desk | _____ Personal Trainer         | _____ Intramural Official (Referee) |
| _____ Esports                     | _____ Lifeguard                |                                     |

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 CANNOT 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 |        |         |           |          |        |          |        |

**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.**

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

Please submit completed applications to [rec\\_im@emich.edu](mailto:rec_im@emich.edu)