



Winter 2023

New Employee Application

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

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

EID (Student Number)	Number of credits hrs. registered (6 required)
Class Standing (circle) Fr., Soph., Jr., Sr., Grad.	Anticipated Graduation Date _____
Are you presently employed by another EMU Dept. or will be by Winter '23?	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 you acknowledge you will read the following and understand within one week of hire.

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 email 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:

**Please select the top 3 areas that you would like to work.
(Supervisors and Lifeguards require prior certification.)**

_____ 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 or return completed applications to the front desk of the REC/IM.