

REC/IM

Winter 2020

New Employee Application

**Please submit all applications to Alyssa Miller
(Excluding Lifeguards)**

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!

| | | | | | | | |
|----------------------------|--|--|--|--|--|----------------|--|
| Name (First, Middle, Last) | | | | Email (please use your emich email address): | | | |
| | | | | @emich.edu | | | |
| Local Address | | | | | | Contact Number | |

Street City State Zip

If hired, 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 # of credits hrs. registered for Winter 2020 (must be at least 6)

Certification: Exp. Date

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

Are you presently employed by another EMU Dept. or will be Winter 2020?
YES or NO

By initialing the following statements acknowledges that you will be responsible to schedule training with Michelle if hired to learn and comprehend:

Discipline policy _____
Student Employee Handbook _____
Assigned job description _____
REC/IM Emergency Procedure Manual _____
Signed Confidentiality Statement _____
As a REC/IM employee, will check my emich account daily _____

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

EMPLOYMENT HISTORY (Most recent first)

| | | | | |
|---------------|------------------------|--------------|----------------|-------------------------|
| Employer | Address (City & State) | Phone Number | Dates Employed | Supervisor Name & Title |
| Position Held | Brief Description | | | |

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

People who do not have work-study can still be hired if their availability fits the REC/IM needs. Shifts tend to open at any time during the semester. Therefore we will keep your application on file, although please keep checking with us for availability. If you have any questions, please contact Michelle at 734-487-1338.

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.

- | | | |
|------------------------------|--|---------------------------|
| _____ Marketing | _____ Graphic Design | _____ Computer/technology |
| _____ Front Counter | _____ Univ. Park Grounds | _____ Official (referee) |
| _____ Fitness Room Attendant | _____ Building Maintenance* | _____ Field Maintenance |
| _____ Club Pool ID Checker | _____ Lifeguard (certs. required) | _____ Fitness Instructor |
| _____ Personal Trainer | | |

Please keep in mind that work study is required for all positions with an * Please return all applications to Alyssa Miller (excluding Lifeguards)

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 | | | | | | | |
| 10:30-11 | | | | | | | |
| 11-11:30 | | | | | | | |
| 11:30-12 | | | | | | | |

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

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