



**Returning Employee Application**  
*(Please submit all applications to Alyssa M.)*  
 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):<br><br><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 W1 '20 | <b>CERTIFICATIONS</b> (CPR, First Aid, Lifeguard, etc.)<br>Please attach copy of certification<br>Certification: _____ Exp. Date _____  |
| Class Standing (circle)<br>Fr., Soph., Jr., Sr., Grad.                              | Anticipated Graduation Date _____        |   |
| Are you presently employed by another EMU Dept. or will be Winter '20?<br>YES or NO |  | By initialing the following statements acknowledges that you have read and understand:<br>Discipline policy _____<br>Student Employee Handbook _____<br>Assigned job description _____<br>REC/IM Emergency Procedure Manual _____<br>Signed Confidentiality Statement and Michelle has on file _____<br>As a REC/IM employee, will check my emich account daily _____ |
| Do you have work-study approval? If so, please add amount per semester              |  | Will you be commuting to work more than a 15 minute drive?  |
| YES or NO \$  |  | YES or NO   |
|   |  | Preferred form of communication: (rank in order of most (1) to least (3) preferred 1,2,3)<br>_____ 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.**

- |                              |                                |
|------------------------------|--------------------------------|
| _____ Supervisor             | _____ Club Pool ID checker     |
| _____ Front Counter          | _____ Univ. Park Grounds       |
| _____ Fitness Room Attendant | _____ Building Maintenance*    |
| _____ Field Maintenance      | _____ Graphic Design           |
| _____ Group Fitness Asst.*   | _____ Group Fitness Instructor |
| _____ Office Assistant       | _____ Personal Trainer         |

|  |
|--|
| _____ Do you have Graphic Design skills? |
| _____ Are you a Marketing Major/Minor?   |

- |                                    |
|------------------------------------|
| _____ Computer/technology          |
| _____ Representing dept. at events |

*Please keep in mind that work study is required for all positions with an \**

**Please return all applications to Alyssa (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 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. Thank you, Michelle**

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