

STUDENT EMPLOYMENT APPLICATION

SUBMIT THIS APPLICATION DIRECTLY TO THE CIU DEPARTMENT YOU ARE SEEKING EMPLOYMENT

Position Applying For:	Department:	Date of Application:
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INCOMPLETE OR UNSIGNED APPLICATIONS WILL NOT BE ACCEPTED

PERSONAL INFORMATION

Name:	Student ID#:	Box #:	SS#:
Street (include apt. #) or Dorm:			
City:	State:	Zip:	Phone/Ext.:
Email:			

School & Year	<input type="checkbox"/> Bible College: <input type="checkbox"/> FR <input type="checkbox"/> SO <input type="checkbox"/> JR <input type="checkbox"/> SR <input type="checkbox"/> Other:	<input type="checkbox"/> Seminary: <input type="checkbox"/> 1 st yr <input type="checkbox"/> 2 nd yr <input type="checkbox"/> 3 rd yr <input type="checkbox"/> Other:	<input type="checkbox"/> Grad School: <input type="checkbox"/> 1 st yr <input type="checkbox"/> 2 nd yr <input type="checkbox"/> 3 rd yr <input type="checkbox"/> Other:
Degree & Major	<input type="checkbox"/> Cert. <input type="checkbox"/> AA <input type="checkbox"/> BA Major: Bible &	<input type="checkbox"/> Cert. <input type="checkbox"/> MA <input type="checkbox"/> MDIV <input type="checkbox"/> DMIN Major:	<input type="checkbox"/> MA <input type="checkbox"/> MAT <input type="checkbox"/> MED <input type="checkbox"/> EdD Major:

EMPLOYMENT INFORMATION

Are you a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No	If not, type of Visa:	Federal Work Study Award? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know
How many hours per week are you available to work?		Starting Date:

Please indicate the hours you are available to work each day.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Have you previously been employed by CIU? Yes No If yes, complete information below, starting with most recent.

Dates	Department	Job Title	Supervisor

JOB SKILLS/EXPERIENCE/TRAINING

List skills pertinent to the position for which you are applying and any other abilities/training you possess which may be helpful.

<input type="checkbox"/> Typing/word processing Words per minute:	List computer software used:	List other computer skills & training (network, web, programming, etc.):	Other skills, equipment used:
Language(s): Level - fluent, adequate, or little:			

Other experience/training/certificates/licenses:

STUDENT EMPLOYMENT APPLICATION - Page 2

EMPLOYMENT HISTORY				
List relevant work or volunteer experiences, beginning with the current or most recent. (Attach a resume if you have one.)				
Employer		Dates Employed (mo/yr): From To		
Address	City	State	Zip	
Supervisor	Phone	Email		
Your Position Title	Department			
Job Responsibilities				
Employer		Dates Employed (mo/yr): From To		
Address	City	State	Zip	
Supervisor	Phone	Email		
Your Position Title	Department			
Job Responsibilities				
Employer		Dates Employed (mo/yr): From To		
Address	City	State	Zip	
Supervisor	Phone	Email		
Your Position Title	Department			
Job Responsibilities				

REFERENCES			
Name	Address	Phone/Email	Relationship

I understand that misrepresentation of fact in this application will be sufficient grounds for termination of my employment or cancellation of job offer without notice anytime hereafter. I hereby authorize Columbia International University to investigate these statements without liability arising therefrom. Documentation of your identity and employment eligibility must be provided upon hire as required by the U.S. Citizenship & Immigration Services.

Signature _____ Date _____
(Must be signed)