



# University Computing at WCSU

## STUDENT APPLICATION FOR EMPLOYMENT



*Please print or type all information except signature.*

<b>GENERAL INFORMATION</b>			Student ID Number _____	
Name _____		Date of Birth _____		
Last	First	Middle Initial		
Present Home Address _____				
Street		City	State	Zip Code
On Campus Address (if applicable) _____			E-Mail: _____	
Home Telephone _____		Mobile Telephone _____		
Expected Graduation Date _____		Major _____		GPA _____

<b>POSITION INFORMATION</b>		<i>See final page for a description of each position available</i>		
Position Applied For (circle one):    Computer Center Assistant                      Tech Support                      Front Desk Assistant				
Campus Preference (select one):    Midtown                      Westside                      No Preference				
Salary Desired (hourly): \$ _____    How many hours can you work weekly (max. 20 during the semester)? _____				
Have you ever filed an application here before?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, give date _____
Have you ever been employed here before?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, give date _____
Are you currently employed?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, may we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

<b>COMPUTER SKILLS</b>		
Check off those computer skills with which you are proficient.		
<b>MICROSOFT OFFICE 2007:</b>	<b>BASIC COMPUTER USE:</b>	<b>MULTIMEDIA/WEB:</b>
<input type="checkbox"/> Word <input type="checkbox"/> Excel <input type="checkbox"/> PowerPoint	<input type="checkbox"/> PC <input type="checkbox"/> Mac	<input type="checkbox"/> Web Page Design/HTML
<input type="checkbox"/> Publisher <input type="checkbox"/> Access <input type="checkbox"/> FrontPage		<input type="checkbox"/> Adobe CS
<input type="checkbox"/> Other. Please list: _____		

<b>FOR OFFICE USE ONLY</b>		
Date of Interview _____	Assigned Location(s) _____	Approved Hourly Wage _____
Date of Hire _____	Notes/Information: _____	
Training Date _____	_____	

**EDUCATION**

Please list the information and areas of study for each school that you have attended, excluding WCSU.

Type of School	Name of School	Location (Complete mailing address)	Years Completed	Major & Degree
High School				
College				
Other				

Special Honors/Awards \_\_\_\_\_  
 \_\_\_\_\_

**WORK EXPERIENCE**

Please list your previous work experience beginning with your most recent job held.

Employer:		Employer:	
Address:		Address:	
City, State, Zip		City, State, Zip	
Dates Employed:		Dates Employed:	
Position Held:		Position Held:	
Supervisor (Name & Title):		Supervisor (Name & Title):	
Description of Duties:		Description of Duties:	
Reason for Leaving:		Reason for Leaving:	

**REFERENCES**

Please list two references other than relatives or previous employers.

Name _____	Name _____
Address _____	Address _____
Telephone _____	Telephone _____
Company & Position _____	Company & Position _____
Years Known _____	Years Known _____
Relationship _____	Relationship _____

**OTHER SPECIAL SKILLS/MISCELLANEOUS INFORMATION**

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications and skill set, e.g., fluency in other languages, licenses, certification, special training received for the position for which you are applying, etc.

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**AVAILABILITY**

Please list the **hours you can commit** to work.

Monday \_\_\_\_\_

Tuesday \_\_\_\_\_

Wednesday \_\_\_\_\_

Thursday \_\_\_\_\_

Friday \_\_\_\_\_

Saturday \_\_\_\_\_

Sunday \_\_\_\_\_

Computer centers are staffed the following hours during the semester:

Monday—Thursday: 8AM—11PM  
Friday: 8AM—4PM  
Saturday: 10AM—6PM  
Sunday: 10AM—11PM

**INTEGRITY ASSURANCE**

I certify that answers given herein are true and complete to the best of my knowledge, as the information provided in this document will be used as a basis for arriving at an employment decision. I understand that this application is not intended to be a contract of employment. In the event of employment, I understand that false or misleading information given on my application or interview may result in termination.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**REFERRAL SOURCE**

Please check off the source which corresponds to your referral to this position.

- Financial Aid Office     On-Campus Sign     Friend     Other. Please specify: \_\_\_\_\_  
 WCSU Website     Employee     Walk-In

**POSITION DESCRIPTIONS**

A **Computer Center Assistant** provides support in computer accounts and basic computer and program use to students, faculty, and staff in the computer centers, as well as monitor and maintain the centers, 24-hour labs, and technology classrooms on campus. A CCA also informs students of available technology resources at WestConn.

**Tech Support** students assist the University Computing department in a number of technical capacities, based on a student's skill set and/or the needs of the department.

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A **Front Desk Assistant** provides office assistance (answering phones, greeting, filing, clerical) at one of the University Computing offices. Business hours for this position are 8:30am-4:30pm Monday through Friday.

“University Computing, at Western Connecticut State University, will provide an information technology environment that delivers a seamless learning atmosphere for students, faculty, and staff. The University will be a leader in using technology to enhance teaching and learning to meet the educational needs of a diversified student body, faculty, and staff. University Computing supports the University's mission of empowering students, assuring effective teaching, strengthening partnerships with people and institutions while supporting continuous improvement, and intellectual integrity.”

- University Computing Mission Statement, 2007-2009 Information Technology Strategic Plan

Applications received will be kept on file for one semester.  
Positions are filled on an as-needed basis.

If you have any questions, please feel free to contact:  
Joe Sousa at sousaj@wcsu.edu

www.wcsu.edu/technology/students  
203.837.8467