

STUDENT APPLICATION FOR EMPLOYMENT

Please indicate the semester you are applying for: Fall Spring Summer

GENERAL INFORMATION	Student ID Number		
Name	Date of Birth		
Last First Mido	lle Initial		
Present Home Address Street	City State Zip Code		
On Campus Address (if applicable)			
Home Telephone	Mobile Telephone		
Expected Graduation Date Ma	ajor GPA		
POSITION INFORMATION See final page for a description of each position available Position Applied For (circle all that apply): Computer Center Assistant No preference Training Specialist No preference			
Campus Preference (select one): Midtown	Westside		
Salary Desired (hourly): \$ How many hours can you work weekly (max. 20 during the semester)?			
Have you ever filed an application here before? Yes No If yes, give date			
Have you ever been employed here before? Yes No If yes, give date			
Are you currently employed? Yes No If yes, may we contact your employer? Yes No			
COMPUTER SKILLS Check off those computer skills with which you are proficient. MICROSOFT OFFICE OPERATING SYSTEM ADOBE CREATIVE SUITE Word Excel PowerPoint KNOWLEDGE: Photoshop Illustrator InDesign Access Publisher Unidows Mac Other. Please list:			
FOR OFFICE USE ONLY			
Date of Interview Assigned Location(s)	Approved Hourly Wage		
Date of Hire Notes/Information:			
Training Date			

Student ID Number_____

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:	

Student ID Number

REFERENCES Please list two references other than relatives or previous employers.		
Name	Name	
Address		
Telephone	Telephone	
Company &	Company &	
Position	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.

AVAILABILITY Please list the hours you can commit to work during the (check one):						
Facilities Open	:					
2:00pm-10:00pm	8:00am-11:00pm	8:00am-11:00pm	8:00am-11:00pm	8:00am-11:00pm	8:00am-4:00pm	10:00am-6:00pm
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Student ID Number _____

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			

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.

A **Training Specialist** provides training in the programs listed on page two, along with all of the CCA responsibilities outlined above. Training Specialists may be asked to author new training materials, and hold workshops and one-on-one tutorials. Hours are mostly on Midtown campus in the Student Technology Training Center SC 225 (STTC).

Information Technology 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. IT&I supports the University's mission of empowering students, assuring effective teaching, strengthening partnerships with people and institutions while supporting continuous improvement, and intellectual integrity.

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

For your application to be considered, it must be E-Mailed to: IT Student Applications@connect.wcsu.edu

Do **NOT** bring this application to the Information Technology & Innovation office in Old Main 303