



# Southern Oregon University

## Employment Application for Student Employees

*Note: Applicants who require any physical or other assistance in completing this application may contact Human Resource Services at 541-552-6315 / 541-552-6512 or the hiring department*

### Submit Application Directly to the SOU Hiring Department

Position \_\_\_\_\_

Department \_\_\_\_\_

### Applicant Information

Name: \_\_\_\_\_

Local Address: \_\_\_\_\_

Street/P.O. Box

City

State

Zip

E-Mail Address: \_\_\_\_\_ Local Phone: \_\_\_\_\_

Current Class Standing:  Freshman  Sophomore  Junior  Senior  Graduate Student

Major: \_\_\_\_\_ No. of credits per term: Fall \_\_\_\_\_ Winter \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

- Do you have another job on campus?  No  Yes, department: \_\_\_\_\_
- Do you have Federal work-study award for this year?  No  Yes, amount: \$ \_\_\_\_\_
- Are you over the age of 18?  No  Yes
- Are you authorized to work in the United States (IRCA of 1986)?  No  Yes  
**Note:** SOU is required to verify your eligibility to work in the United States by completing the INS form I-9. If offered employment, you will be expected to provide this information, as required by law, within 3 days of beginning to work.
- Have you ever been convicted of (or plea bargained to) a felony or 1<sup>st</sup> degree misdemeanor?  No  Yes  
**Note:** A conviction does not automatically eliminate you from employment consideration. Each conviction will be reviewed with respect to the requirements of the position for which you apply.

### Hours of Availability

How many hours a week do you want to work? \_\_\_\_\_ When can you start? \_\_\_\_\_

Term(s) available to work:  Fall  Winter  Spring  Summer

I am willing to work:  Mornings  Days  Evenings  Nights  Weekends  Holidays  Breaks

Please indicate your availability: Term \_\_\_\_\_ Year \_\_\_\_\_

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
A.M.							
P.M.							

**Note:** Students may work a maximum of 20 hours per week at Southern Oregon University when classes are in session and no student is to work during any of his or her scheduled classes.

### Job-Related Skills and Abilities

List skills and abilities pertinent to the position and describe your level of expertise/proficiency.

Skills/Abilities	Expertise/Proficiency Level (e.g., typing speed)

## Employment History

List your work history in chronological order, with current or most recent job first. Include full-time, part-time, intern, volunteer, and summer work, and any military service. A resume will not substitute.

Employer: _____	Position: _____
Address: _____	Phone: _____
Employment Dates - From: _____ To _____	Supervisor: _____
Major duties: (Be Specific): _____	
_____	

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_____	

Work history continues, using this format, on attached sheet(s).

## Professional References

I authorize you to contact my former/current employers and/or references  No  Yes

Name	Phone	Occupation/Title	Relationship

## Signature

**Please read carefully before signing – Incomplete or unsigned applications will not be accepted.**

***NOTICE*** Any false, fraudulent, or misleading oral or written statement contained in this application and attached materials or made in the course of any related employment process, whether made by me or by others at my request, will result in rejection of my application, denial of employment, dismissal from university service if discovered after employment, and/or prosecution for a crime.

I certify and affirm that I have read and understand the above notice. I further certify that I personally completed this application and attached materials or requested its completion and that all statements contained herein are true and complete to the best of my knowledge.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Southern Oregon University is an Affirmative Action/Equal Opportunity Employer*

For additional information contact: Human Resource Services, Churchill 160, 1250 Siskiyou Boulevard, Ashland, OR 97520. Tel: 541-552-6242.