

**STUDENT EMPLOYMENT APPLICATION**

MORRIS UNIVERSITY CENTER/ OFFICE OF THE DIRECTOR  
 SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE  
 CAMPUS BOX 1067, ROOM #1012  
 EDWARDSVILLE, IL 62026

Please answer ALL questions completely, and print answers legibly. Use additional pages as needed. The filing of this application and the acceptance thereof does not indicate that there are positions open. The information contained herein will be considered confidential and is, together with all attached papers, references, etc., the property of the University. It is to the applicant's advantage to answer each question completely, accurately, and honestly.

All personnel processes shall be conducted without regard to race, creed, color, national origin, sex, age, handicap, marital status or other criteria prohibited by law.

**GENERAL INFORMATION**

Last Name	First Name	Middle Name	UNIVERSITY ID #: 800
Address (i.e., Campus/Local):	City	State	Zip Code
Home Phone (i.e., Campus/Local): ( )	Permanent Phone: ( )	Cell Phone: ( )	Alternate Phone: ( )
SIUE Email Address:		Other Email Address:	
Academic Ranking: <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Graduate Student			
Expected Graduation Date:    _____ (MONTH)    _____ (YEAR)			
Department(s) for which you are applying (Check all that apply):			
<input type="checkbox"/> Admin./Business <input type="checkbox"/> Cougar Lanes <input type="checkbox"/> Dining Services <input type="checkbox"/> Textbook Service <input type="checkbox"/> Bookstore <input type="checkbox"/> Custodial (Housekeeping) <input type="checkbox"/> Print & Design			
# of credit hours you are enrolled in this semester:		# of hours you plan on working this semester:	
Have you ever been employed at SIUE? <input type="checkbox"/> Yes <input type="checkbox"/> No    If Yes, Name of Department: _____			
Date Employed: ____/____/____    Date Separated: ____/____/____			
List any knowledge, skills and abilities that are pertinent to this position.			
Have you ever been convicted of a misdemeanor or a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, please explain:			

**EMPLOYMENT HISTORY**

Please list all employment starting with current or last employer.

<b>Employer</b>			
<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Job Title</b>	<b>Supervisor's name:</b>		
<b>Employed (Mo./Yr.)</b>	<b>Starting Salary: \$</b>	<b>Per</b>	
<b>Separated (Mo./Yr.)</b>	<b>Ending Salary: \$</b>	<b>Per</b>	
<b>Reason for Leaving:</b>			
<b>Full-Time</b> Yrs. _____ Mos. _____	<b>Part-Time</b> Yrs. _____ Mos. _____		
<b>Did you supervise others?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, how many? _____	<b>If part-time, what was the number of hours worked per week?</b>		
<b>Duties performed:</b>			

<b>Employer</b>			
<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Job Title</b>	<b>Supervisor's name:</b>		
<b>Employed (Mo./Yr.)</b>	<b>Starting Salary: \$</b>	<b>Per</b>	
<b>Separated (Mo./Yr.)</b>	<b>Ending Salary: \$</b>	<b>Per</b>	
<b>Reason for Leaving:</b>			
<b>Full-Time</b> Yrs. _____ Mos. _____	<b>Part-Time</b> Yrs. _____ Mos. _____		
<b>Did you supervise others?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, how many?	<b>If part-time, what was the number of hours worked per week?</b>		
<b>Duties performed:</b>			

**MILITARY SERVICE**

<b>Are you a U.S. Veteran?</b>  <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Dates of Service:</b>  From ____/____/____ To ____/____/____
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**REFERENCES**

Please list two (2) references.

<b>Name</b>		<b>Job Title</b>		
<b>Address</b>		<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Home Phone</b> ( )	<b>Work Phone</b> ( )	<b>Type of Reference:</b> <input type="checkbox"/> <b>Business</b> <input type="checkbox"/> <b>Personal</b>		

<b>Name</b>		<b>Job Title</b>		
<b>Address</b>		<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Home Phone</b> ( )	<b>Work Phone</b> ( )	<b>Type of Reference:</b> <input type="checkbox"/> <b>Business</b> <input type="checkbox"/> <b>Personal</b>		

**ATTACHMENTS**

Please attach ALL of the following supporting documents:

- 1) Current Resume
- 2) Job Referral Form (For Each Position to Which You are Applying)
- 3) Current Semester Class Schedule
- 4) Next Semester Class Schedule (If Available)

**PRE-EMPLOYMENT STATEMENT**

I authorize investigation of all statements contained in this application for employment as may be necessary in the judgment of SIUE in arriving at an employment decision. This includes authorizing SIUE to investigate all references and to secure additional information about me if related to this employment application. I further authorize SIUE to contact law enforcement agencies with regard to criminal records information and consumer reporting agencies with regard to credit and character information. I understand that such inquiries may be made during the processing of my application for employment. Further, I release from liability the Board of trustees of Southern Illinois University governing Southern Illinois University Edwardsville and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

By my signature below, I affirm that I have not withheld any information asked for and the statements made in this application are true and correct.

Any misrepresentation or falsification, intentional or unintentional, of information on this application may result in non-hire or termination.

Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

<b>FOR OFFICE USE ONLY</b>	
<b>Date Hired:</b>	<b>Date of Departure:</b>
<b>Reason for Leaving:</b>	
<b>Comments:</b>	