

MILLSAPS COLLEGE

STUDENT EMPLOYMENT APPLICATION

PLEASE PRINT

Today's date: _____

Applicant Name: _____

SSN: _____

Home Address: _____

Home Phone: _____

City: _____ State: _____

Zip Code: _____

Campus Box # or Local Address: _____

Local Phone: _____

Email Address: _____

Eligible for Work Study? _____

Classification: FR SO JR SR GRAD

Major(s): _____

Which position(s) are you applying to?

| LIST POSITION TITLE AND/OR JOB ID | |
|-----------------------------------|----|
| 1. | 4. |
| 2. | 5. |
| 3. | 6. |

Date you are available to begin work: _____ Hours (#) per week you are available to work: _____

Are you willing to work evenings and weekends? _____ Have you worked on campus previously? _____
If yes, which department? _____

Please indicate special or specific skills or knowledge:

Typing
 Excel
 Word
 Filing
 Power Point
 Access
 Web Design

Previous Work Experience:

| NAME & ADDRESS OF EMPLOYER | JOB DUTIES | DATES |
|----------------------------|------------|-------|
| | | |
| | | |
| | | |

AGREEMENT

1. I certify that all information provided herein is true and complete to the best of my knowledge.
2. I understand that any false statements or omissions of information in this application will be sufficient cause for disqualifying my application from consideration or for discharge if hired.
3. Applicants accepted for employment should understand that while we make every effort to provide steady employment, we do not have employment contracts, and we cannot guarantee the permanence of any position. Job tenure can be affected by many factors, including economic conditions, changes in laws, College policies, conformity to work rules, job performance, etc.

This is to certify that I have read, understand, and agree with the above statements.

Applicant's Signature

Date

MILLSAPS COLLEGE STUDENT EMPLOYMENT: Student Responsibilities

- You should report to interviews properly attired and prepared for any orientation or testing that may be required.
- You should complete all necessary forms before beginning work.
- You should be a dependable and prompt employee working hours scheduled and reporting absences in advance when possible. If you are unable to report to work, contact your employer immediately with an explanation.
- You will be terminated immediately upon withdrawal from Millsaps.
- You should notify your employer within two weeks of you intention to terminate your employment.
- You should not expect to be able to study during work hours.
- You should make every effort to perform assignments in a satisfactory manner. Failure to perform satisfactorily may result in your termination. Under these circumstances the Student Employment Office is not obligated to find the student other employment.

I have read and agree to comply with the Student's Responsibilities as outlined above.

Applicant's Signature

Date

THINK ABOUT WHEN YOU ARE AVAILABLE TO WORK – PLEASE PROVIDE SPECIFIC TIMES WHEN APPLICABLE

| DAYS OF THE WEEK | MORNING 8:00 A.M. - NOON | AFTERNOON NOON – 5:00 P.M. | EVENING 5:00 P.M. – 10:00 P.M. | LATE NIGHT 10:00 P.M. – 2:00 A.M. |
|------------------|-----------------------------|-------------------------------|-----------------------------------|--------------------------------------|
| Sunday | | | | |
| Monday | | | | |
| Tuesday | | | | |
| Wednesday | | | | |
| Thursday | | | | |
| Friday | | | | |
| Saturday | | | | |

APPLICANTS ARE CONSIDERED FOR OPEN POSITIONS WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, MARITAL STATUS, VETERAN STATUS, OR THE PRESENCE OF A DISABILITY.