



Student Employment Application

Office of Career Planning and Placement

7400 Bay Road, Curtiss Hall 111, University Center, MI 48710

989.964.4954

989.964.2602 (fax)

Name: _____
Last First Initial Nickname

Student ID Number: _____ () _____ Cell

_____ () _____ Campus

Current Address: _____ () _____ Home
Street City State ZIP Current Phone Numbers

Email Address: _____ OR _____
SVSU e-mail Other personal e-mail

Will you live: On Campus Off Campus

Valid Driver's License: Yes No

Class Standing: Freshman Sophomore Junior Senior Graduate Student Other _____

Major: _____ Minor: _____

Available Days and Time to Work:

Monday:	Time: _____	Term: _____
Tuesday:	Time: _____	FA _____
Wednesday:	Time: _____	WI _____
Thursday:	Time: _____	SP _____
Friday:	Time: _____	SU _____
Saturday:	Time: _____	
Sunday:	Time: _____	

*Applying for:

Fall 20 _____ Winter 20 _____ Spring / Summer 20 _____

*(check mark Fall AND Winter if interested in the full academic year)

MOST RECENT WORK EXPERIENCE

1. Job Title _____ Company Name _____

2. Job Title _____ Company Name _____

SKILLS & KNOWLEDGE

<input type="checkbox"/> Accounting	Computers con't.:	Library:
<input type="checkbox"/> Analytical/Critical Thinking skills	<input type="checkbox"/> Data Entry	<input type="checkbox"/> Circulation
Art:	Support:	<input type="checkbox"/> ILL
<input type="checkbox"/> Painting	<input type="checkbox"/> Hardware	<input type="checkbox"/> Periodicals
<input type="checkbox"/> Printmaking	<input type="checkbox"/> Software	<input type="checkbox"/> Cataloging
<input type="checkbox"/> Sculpture	<input type="checkbox"/> Network	<input type="checkbox"/> General Usage
<input type="checkbox"/> Project Management	Programming:	<input type="checkbox"/> Cooking
<input type="checkbox"/> Special Event Coordination	<input type="checkbox"/> HTML	<input type="checkbox"/> Writing (Business/Technical)
<input type="checkbox"/> Biology (laboratory)	<input type="checkbox"/> SQL	<input type="checkbox"/> Filing
<input type="checkbox"/> Chemistry (laboratory)	<input type="checkbox"/> C++	<input type="checkbox"/> Mathematics (advanced)
<input type="checkbox"/> Communication Skills	<input type="checkbox"/> Visual Studio.net	<input type="checkbox"/> Music
<input type="checkbox"/> Custodial/Cleaning	<input type="checkbox"/> Web Design	<input type="checkbox"/> Photography
<input type="checkbox"/> Customer Service	<input type="checkbox"/> Scanning	<input type="checkbox"/> Physics
Computers:	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Receptionist
<input type="checkbox"/> Apple-Mac	<input type="checkbox"/> Graphic Design	<input type="checkbox"/> Athletics _____
<input type="checkbox"/> Corel WordPerfect	Foreign Language:	<input type="checkbox"/> Typing _____ WPM
<input type="checkbox"/> MS Publisher	<input type="checkbox"/> French	<input type="checkbox"/> Theatre
<input type="checkbox"/> MS Word	<input type="checkbox"/> German	<input type="checkbox"/> Telemarketing
<input type="checkbox"/> MS Access	<input type="checkbox"/> Polish	<input type="checkbox"/> Telephone Etiquette
<input type="checkbox"/> MS Excel	<input type="checkbox"/> Spanish	<input type="checkbox"/> Marketing/Public Relations
<input type="checkbox"/> MS PowerPoint	Grounds*:	<input type="checkbox"/> Studied Abroad
<input type="checkbox"/> Adobe Photoshop	<input type="checkbox"/> Mowers	
<input type="checkbox"/> Adobe Illustrator	<input type="checkbox"/> Equipment	
<input type="checkbox"/> Macromedia Dreamweaver	Maintenance*:	
<input type="checkbox"/> Macromedia Flash	<input type="checkbox"/> Painting	
<input type="checkbox"/> Macromedia Director	<input type="checkbox"/> Tools	
<input type="checkbox"/> Quark	<input type="checkbox"/> Lifeguard Certification	

List other skills relevant to employment:

*Background check will be performed

Continued >>>

Please list the department(s) you would prefer.

Choices:

First Choice	Third Choice
Second Choice	Fourth Choice

CAMPUS EMPLOYERS

Academic Advising Center	Diversity Programs	Music
Academic Affairs (Vice President)	Economics	Philosophy
Accounting	Electrical Engineering	Physics
America Learns (Tutor elementary students off campus. Education majors only. Need to be work study eligible.)	Employment & Comp. Services	Political Science
Art	English	President's Office
Biology	Evening Services	Psychology
Business Services	Faculty Secretary	Registrar's Office
Campus Dining	Foundation	Residential Life
Campus Facilities (Physical Plant)	Graphics Center	Ryder Center
Campus Recreation	Health Services	Scholarships & Financial Aid
Career Planning and Placement	History	Sculpture Museum
Central Receiving	Housing	Social Work & Youth Services
Chemistry	Independent Testing	Sociology
College of Arts & Behavioral Sciences	Information Technology Services	Sponsored Programs
College of Business & Management	Institutional Research	Sports Information
College of Education	International Programs	Student Counseling Center
College of Nursing & Health Sciences	Law & Finance	Student Life
College of Science, Engineering & Technology	Library	Theatre
Communication	Mailroom	Undergraduate Admissions
Computer Aided Engineering	Management / Marketing	University Communications
Computer Science	Math	University Conference & Events Ctr.
Continuing Education	Mechanical Engineering	University Police
Controller's Office	Microcomputer Labs	Writing Program
Criminal Justice	Minority Student Services	Open to All Positions
Disability Services	Modern Foreign Languages	

Student Employment Enrollment Requirements:

- Fall and Winter Semesters, Undergraduate: six (6) credit hours during both semesters
- Fall and Winter Semesters, Graduate: five (5) credit hours during both semesters
- Spring and Summer Semesters: either complete six (6) total hours during Spring and Summer semesters or be enrolled for the following Fall semester (Undergraduate (6) and Graduate (5) credit hours).

I hereby certify that the information on this application is true and complete to the best of my knowledge and that I understand the Student Employment Enrollment Requirements. **I will also contact the Office of Career Planning & Placement if the information I have completed has changed.**

Signature _____ Date _____

It is the policy of Saginaw Valley State University that no unlawful discrimination will be practiced or tolerated in the provision of employment, education, organizations, athletics, housing, public accommodations and other services to the public. Equal opportunity will be provided regardless of race, religion, sex, sexual orientation, national origin, age, marital or familial status, color, height, weight, handicap or disability.

Office Use Only

Award: CWS MWS RSE

Amount: _____