UNIVERSITY OF RICHMOND

STUDENT EMPLOYMENT APPLICATION

|  |  |  |  |
| --- | --- | --- | --- |
| Today’s Date**:** |  | Department to Which You Are Applying: |  |

**Personal Information:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | UR ID: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Local Address: |  | E-mail Address: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Local Phone Number: |  | Best Time(s) to Call: |  |

|  |  |
| --- | --- |
| Permanent Address: |  |

|  |  |
| --- | --- |
| Permanent Phone: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Emergency Contact: |  | Phone #: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Intended Major: |  | Minor: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Approximate GPA: |  | Expected Graduation Date: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Term(s) Applying For: | Fall | Spring | Summer | Date Available: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Number of Hours You Are Available to Work (per week): |  | Do you have a valid driver’s license? | Yes No |

|  |  |  |
| --- | --- | --- |
| Are you eligible for Federal Work Study as part of your financial aid award? | Yes | No |

|  |  |  |  |
| --- | --- | --- | --- |
| Have you ever been convicted of a felony? | Yes  | No | (If yes, please attach a full explanation of the circumstances.) |

|  |  |  |  |
| --- | --- | --- | --- |
| Are you a varsity student-athlete? | Yes | No  | (If yes, please note that all student athletes who secure on-campus employment *must* notify the Director of Compliance in the Athletic Department.) |

|  |  |
| --- | --- |
| Please list your computer skills and software package knowledge: |  |

**Previous Work Experience:**

In chronological order, list jobs you have held beginning with the most recent first. Include internships and jobs without pay. Attach another sheet, if necessary.

*ON-CAMPUS Employment*

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title: |  | Department: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Supervisor: |  | Dates Employed: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Paid Job? | Yes No | Internship? | Yes No |

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title: |  | Department: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Supervisor: |  | Dates Employed: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Paid Job? | Yes No | Internship? | Yes No |

#### OFF-CAMPUS Employment

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title: |  | Employer: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Supervisor: |  | Dates Employed: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title: |  | Employer: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Supervisor: |  | Dates Employed: |  |

## Class Schedule and Other Activities: On the schedule below, please mark all times when you CANNOT work. Use a “C” to designate times that you are in class, and an “O” to designate times when other activities preclude you from working at that time. Place the appropriate letter in the block that most accurately reflects the time of your commitment (Classes or Other activities).

|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 8 a.m. |  |  |  |  |  |  |  |
| 9 a.m. |  |  |  |  |  |  |  |
| 10 a.m. |  |  |  |  |  |  |  |
| 11 a.m. |  |  |  |  |  |  |  |
| 12 p.m. |  |  |  |  |  |  |  |
| 1 p.m. |  |  |  |  |  |  |  |
| 2 p.m. |  |  |  |  |  |  |  |
| 3 p.m. |  |  |  |  |  |  |  |
| 4 p.m. |  |  |  |  |  |  |  |
| 5 p.m. |  |  |  |  |  |  |  |
| 6 p.m. |  |  |  |  |  |  |  |
| 7 p.m. |  |  |  |  |  |  |  |
| 8 p.m. |  |  |  |  |  |  |  |
| 9 p.m. |  |  |  |  |  |  |  |
| 10 p.m. |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| Please *list the names* of the activities in which you participate that are represented by an “O” in the above chart: | |
|  | |
| How many/what hours would you like to work? | |  |

I certify that the information provided on this application for employment is complete, factually correct and honestly presented. I understand that this document is an application for employment, separate and apart from my permanent educational record and is for the use of the hiring department and Student Employment only. In consideration for my employment, I agree to conform to all current and subsequent rules and regulations of the University of Richmond and the area for which I will be working.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date: |  |

##### For Departmental Use Only

|  |  |  |  |
| --- | --- | --- | --- |
| Interviewed? | Yes No | If no, reason: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Hired? | Yes No | If no, reason: |  |

|  |  |  |
| --- | --- | --- |
| EJAF or EPAF sent?  | Release to Work rec’d for new employees? | Job set up in Banner/BannerWeb? |

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Termination: |  | Reason: |  |

|  |  |
| --- | --- |
| Student Employment Notified? | *Note: Student Employment must be notified of any terminations which occur prior to the end of the academic and/or summer payroll period.)* |

*2012.08.02*