

FOR OFFICE USE ONLY		
	Date	Initials
Contact	___/___/___	___/___
Interview	___/___/___	___/___
Hired	___/___/___	___/___
Position	___/___/___	___/___
Rate of Pay	___/___/___	___/___
Financial Aid	Yes	No

STUDENT EMPLOYMENT APPLICATION

Please complete all applicable fields on this form. Be sure to read the job description and follow the department's application instructions. If you need assistance, please contact Career Services, Engineering Hall 103, careerservices@mtech.edu, or 406.496.4140.

PERSONAL INFORMATION (PLEASE PRINT)					
FULL NAME		PREFERRED NAME / NICKNAME		STUDENT ID NUMBER	
EXPECTED GRADUATION DATE:	STUDENT STATUS: <input type="checkbox"/> FRESHMAN <input type="checkbox"/> SOPHOMORE <input type="checkbox"/> JUNIOR <input type="checkbox"/> SENIOR <input type="checkbox"/> COT 1 ST <input type="checkbox"/> COT 2 ND <input type="checkbox"/> POST BAC <input type="checkbox"/> GRADUATE				
MAJOR(S):	E-MAIL ADDRESS:				
PERMANENT ADDRESS			LOCAL ADDRESS		
STREET			STREET		
CITY	STATE	ZIP	CITY	STATE	ZIP
PHONE () -			PHONE () -		

EMPLOYMENT INFORMATION							
APPLYING FOR: <input type="checkbox"/> FALL <input type="checkbox"/> SPRING <input type="checkbox"/> SUMMER		DO YOU HAVE A WORK-STUDY AWARD? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNSURE IF YES, AMOUNT: _____			HOW MANY CREDIT HOURS ARE YOU TAKING? _____ <small>(MINIMUM: 12 FOR UNDERGRAD 9 FOR GRAD)</small>		
WHICH POSITION(S) ARE YOU APPLYING FOR?					HOW MANY HOURS PER WEEK ARE YOU AVAILABLE TO WORK? _____ <small>(MAXIMUM 20 HOURS)</small>		
PLEASE INDICATE THE HOURS YOU ARE AVAILABLE TO WORK EACH DAY							
HOURS	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
7:30 AM – 8:00 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8:00 AM – 9:00 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9:00 AM – 10:00 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10:00 AM – 11:00 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11:00 AM – 12:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12:00 PM – 1:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1:00 PM – 2:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2:00 PM – 3:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3:00 PM – 4:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4:00 PM – 5:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5:00 PM – 6:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6:00 PM – 7:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7:00 PM – 8:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8:00 PM – 9:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9:00 PM – 10:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SPECIAL JOB SKILLS

SKILL	PLEASE DESCRIBE
<input type="checkbox"/> TYPING	
<input type="checkbox"/> COMPUTER	
<input type="checkbox"/> CUSTOMER SERVICE	
<input type="checkbox"/> OTHER	

WORK-RELATED EXPERIENCE / VOLUNTEER WORK

EMPLOYER NAME AND LOCATION (CITY & STATE)	JOB TITLE AND DUTIES	DATES EMPLOYED
		FROM:
		TO:
		AVERAGE NUMBER OF HOURS WORKED PER WEEK:
		REASON FOR LEAVING:
		FROM:
		TO:
		AVERAGE NUMBER OF HOURS WORKED PER WEEK:
		REASON FOR LEAVING:
		FROM:
		TO:
		AVERAGE NUMBER OF HOURS WORKED PER WEEK:
		REASON FOR LEAVING:

WORK-RELATED REFERENCES

NAME	BUSINESS & TITLE	ADDRESS	PHONE NUMBER

HAVE YOU EVER BEEN CONVICTED OF A MISDEMEANOR OR FELONY? YES NO

IF YES, PLEASE EXPLAIN:

PLEASE SIGN BELOW

I HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE THE FOREGOING INFORMATION IS TRUE AND COMPLETE WITHOUT EVASION OR MISREPRESENTATION. I UNDERSTAND THAT IF IT IS LATER FOUND OTHERWISE, IT IS SUFFICIENT CAUSE FOR DISMISSAL.

SIGNATURE

DATE