

WAYNE STATE UNIVERSITY



OFFICE OF MULTICULTURAL
STUDENT ENGAGEMENT

EMPLOYMENT APPLICATION

(Please complete thoroughly)

Date _____ Position of interest _____

I PERSONAL INFORMATION

Name _____
Last First Middle Name Access ID

Present address _____
Street City State Zip

Home address _____
Street City State Zip

Telephone # (daytime) (____) _____ - _____ Cell # (____) _____ - _____ Email _____

Emergency contact _____ Emergency telephone # (____) _____ - _____

How did you learn about employment with OMSE? Advertisement On-Campus Posting Job Fair Other Employees Web Page

Other (please explain) _____

Do you currently have a Work Study award? Yes No

II EDUCATIONAL HISTORY

School	Name and address	Years Completed	Date last Attended	Did you Graduate?	GPA	Major & Minor	Degree received
High School	Name _____ City State	1 2 3 4	____ mo. ____ yr.	<input type="checkbox"/> Yes <input type="checkbox"/> No			
College or Trade School	Name _____ City State	Credits Earned	____ mo. ____ yr.	<input type="checkbox"/> Yes <input type="checkbox"/> No			
College or Trade School	Name _____ City State	Credits Earned	____ mo. ____ yr.	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Graduate School	Name _____ City State	Credits Earned	____ mo. ____ yr.	<input type="checkbox"/> Yes <input type="checkbox"/> No			

III **EMPLOYMENT HISTORY****Must be completed fully • Start with *most recent* employer**

1. Employer _____ Address _____
No. Street City State Zip
From _____ To _____ Starting wage/salary _____ Last wage/salary _____
Mo. Yr. Mo. Yr.
Job title _____ Duties _____
Immediate supervisor _____ Title _____ Phone number _____
2. Employer _____ Address _____
No. Street City State Zip
From _____ To _____ Starting wage/salary _____ Last wage/salary _____
Mo. Yr. Mo. Yr.
Job title _____ Duties _____
Immediate supervisor _____ Title _____ Phone number _____
3. Employer _____ Address _____
No. Street City State Zip
From _____ To _____ Starting wage/salary _____ Last wage/salary _____
Mo. Yr. Mo. Yr.
Job title _____ Duties _____
Immediate supervisor _____ Title _____ Phone number _____

Indicate by number any of the above employers you do not wish us to contact _____

Why? _____

IV **SKILLS AND ABILITIES**

1. List any skills/abilities which you feel would qualify you for this position: _____

2. List any personal or professional certifications, awards, or accomplishments you have achieved: _____

3. List any activities/organizations/clubs you are involved in on campus or in your community: _____

V **SCHEDULE**

List hours available to work:

Monday	Tuesday	Wednesday	Thursday	Friday
_____	_____	_____	_____	_____

VI PERSONAL REFERENCES

(List persons – other than relatives – likely to know your work skills and abilities)

Name	Relationship	Phone Number
1. _____	_____	(____) _____ - _____
2. _____	_____	(____) _____ - _____
3. _____	_____	(____) _____ - _____

ALL APPLICANTS MUST CAREFULLY READ AND SIGN BELOW

I acknowledge that the information I have provided in this application is true to the best of my knowledge. I understand that hiring decisions will be based on this information and if at any time the information provided (in part or in its entirety) is found inaccurate, I may be immediately discharged for that reason alone.

I authorize WSU to investigate my past employment and the information contained herein. I authorize a background check through the state of Michigan. I release from liability all persons, or employers, supplying such information. I understand that such information may also include a record of disciplinary action assessed me by my previous employers, and hereby release such parties from any obligation to notify me of these investigations of my background. I understand that if hired I will be expected to abide by all policies and procedures outlined by OMSE and Wayne State University.

Signature of Applicant

Date

Non-Discrimination/ Affirmative Action Policy

Wayne State University is committed to a policy of non-discrimination and equal opportunity in all of its operations, employment opportunities, educational programs, and related activities. This policy embraces all persons regardless of race, color, sex (including gender identity), national origin, religion, age, sexual orientation, familial status, marital status, height, weight, disability, or veteran status, and expressly forbids sexual harassment and discrimination in hiring, terms of employment, tenure, promotion, placement and discharge of employees, admission, training and treatment of students, extra-curricular activities, the use of University services, facilities, and the awarding of contracts.

Equal Opportunity Policy

Wayne State University is an Affirmative Action/Equal Employment Opportunity employer, which complies with all applicable federal and state laws regarding nondiscrimination and affirmative action. Wayne State University is committed to a policy of nondiscrimination and equal opportunity for all persons regardless of race, sex, color, religion, national origin, age, disability or veteran status, or any other characteristic protected by applicable law.

For the full policy, please visit https://oeo.wayne.edu/pdf/affrm_actn_policy.pdf

For Office Use Only		
____ 1	____ ID	_____
____ 2		_____
____ 3		_____