

EMPLOYMENT APPLICATION
DEPARTMENT OF COMMUNICATIONS, KANSAS STATE UNIVERSITY

Return completed form to 301 Umberger Hall

Date: _____

CONTACT INFORMATION

Name: _____ E-ID (E-mail): _____

Local address: _____

Local phone: _____ Permanent phone: _____

Permanent address: _____

INFORMATION ABOUT DESIRED POSITION AND AVAILABILITY

For what type of position(s) are you applying? Check as many as appropriate.

clerical (bookkeeping, secretarial, etc.)
programmer
tech support
electronic publishing
graphic design
publication editor
news writer

data entry
radio broadcast assistant
video editor
video broadcast assistant
mailroom assistant
duplicating center assistant
research assistant

Are you eligible for work study? (Circle one) YES NO If yes, how much? \$ _____

What hours are you available for work during the week? Please write in times under each weekday.

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--------|---------|-----------|----------|--------|
| | | | | |

Are you available during summers? YES NO

How many credit hours are you carrying at K-State this semester? _____

EDUCATIONAL BACKGROUND

Year: Freshman Sophomore Junior Senior Graduate

Major: _____ Expected graduation date: _____

Please list titles for courses you have taken that are relevant to this position (you may attach additional pages if necessary).

EDUCATIONAL BACKGROUND (CONT)

Please list special knowledge, skills, or activities relevant to desired position.

Please list computers and software with which you are familiar.

WORK HISTORY

Begin with most recent. Add pages if necessary.

1. Dates of Employment – From To

Employer:

Name of supervisor:

Phone number:

Duties:

May we contact this employer as a reference?

YES

NO

2. Dates of Employment – From To

Employer:

Name of supervisor:

Phone number:

Duties:

May we contact this employer as a reference?

YES

NO

3. Dates of Employment – From To

Employer:

Name of supervisor:

Phone number:

Duties:

May we contact this employer as a reference?

YES

NO

To the best of my knowledge, all answers to the foregoing are true and correct. I hereby grant permission to each of my former employers to give Kansas State University information they may have with respect to my work experience with them. I understand falsifying information on this application may be grounds for dismissal.

Signature

Kansas State University is committed to a policy of nondiscrimination on the basis of race, sex, national origin, disability, religion, age, sexual orientation or other non-merit reasons, in admissions, educational programs or activities, and employment, all as required by applicable laws and regulations. Responsibility for coordination of compliance efforts and receipt of inquiries, including those concerning Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, has been delegated to: the Director of Affirmative Action Office, 214 Anderson Hall, Kansas State University, Manhattan, Kansas 66506-0104 (785-532-6220).