

**Office of Residence Life Services**  
**STUDENT ASSISTANT APPLICATION**

Name \_\_\_\_\_

Major \_\_\_\_\_

Campus Address \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Telephone \_\_\_\_\_

Class \_\_\_\_\_ QPA \_\_\_\_\_

Cell Phone \_\_\_\_\_

Clarion ID# \_\_\_\_\_

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Are you legally authorized to work in the U.S.?      Yes      No

Are you at least 18 years old?      Yes      No

Have you ever pleaded "guilty" or "no contest" or been convicted of a crime?      Yes      No

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Have you been employed previously with any other department at Clarion University?      Yes      No

If so, where? \_\_\_\_\_

When would you be available to start? \_\_\_\_\_

Would you be available to work summers?      Yes      No

**EMPLOYMENT HISTORY**

Name of Employer \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Job Title \_\_\_\_\_

Employment Dates \_\_\_\_\_ Description of Duties \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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Name of Employer \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Job Title \_\_\_\_\_

Employment Dates \_\_\_\_\_ Description of Duties \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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Name of Employer \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Job Title \_\_\_\_\_

Employment Dates \_\_\_\_\_ Description of Duties \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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What experiences have you had that would qualify you for a position?

What office skills do you possess?

Are you proficient in computer operation? If so, list computer types and software with which you are familiar.

If offered a position, in what areas would you need the most training?

List characteristics and traits about yourself that you would consider:

Strengths

Weaknesses

List additional comments that would support your candidacy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**References**

Name \_\_\_\_\_

Telephone # \_\_\_\_\_

Name \_\_\_\_\_

Telephone # \_\_\_\_\_

List all times (minimum 1 hour) that you are available to work between 8:30 a.m. – 5:00 p.m.

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>8:30</b>					
<b>9:00</b>					
<b>9:30</b>					
<b>10:00</b>					
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<b>3:30</b>					
<b>4:00</b>					
<b>4:30</b>					
<b>5:00</b>					

**Return Application to 218 Becht Hall**