



Universities at Shady Grove Student Employment Application

Applicant Information

Date of Application _____

Student Name _____

Student Identification Number _____

Date of Birth _____

Gender (Circle One) Male Female

Address _____

Daytime Phone _____

Evening Phone _____

Cellular Phone _____

Email _____

Institution & Program of Enrollment _____

Number of Credits Enrolled in for the Current Semester: _____

Cumulative G.P.A. _____

Year in School (Please circle one)

Junior

Senior

Graduate

Expected Date of Graduation _____

Placement Information

Type of Employment you are interested in (Please circle all that apply)

Federal Work Study (Paid Hourly)

Regular Student Employment (Non -Federal Work Study, Paid Hourly)

Internship Opportunities

Volunteer Opportunities

Semester applying for employment _____

Date available to begin work _____

Number of hours available to work per week (Please note that students may not work more than 20 hours per week while classes are in session) _____

Please list your days and hours of availability for work including weekdays, evenings and weekends.

If you are applying for Federal Work Study job, what is your Federal Work Study award amount as indicated on your Financial Aid Award Letter for the current academic year? _____

Position(s) of interest (Circle all that apply)

Accounting/Finance

Administration

Conference & Event Services

Copy Center

General Labor

Grove Café

Institutional Program Office

Learning Enhancement Services & Tutoring

Library

Office/Clerical

Research/Laboratory

Student Services

Systems/IT/Web

Other (Please Describe) _____

Employment Questionnaire

Your responses to the following questions will aid USG staff in identifying an appropriate employment placement that best matches your skills and interests. In addition to responding to the following questions, all applicants are encouraged to submit a current resume detailing your past work, internship and/or volunteer experience.

1. Briefly describe your educational and career goals, both current and future.
2. Briefly describe your past employment and/or internship or volunteer experience including job titles and duties.
3. Describe your skills and abilities as pertains to your job categories of interest.
4. Please list any extra curricular activities, clubs or organizations you are or have been involved with.
5. What unique or special skills do you have that you feel would be beneficial to an employer?

6. Briefly describe your comfort level and knowledge in regards to systems and computers. List any common software programs which you are knowledgeable about and comfortable using (i.e. Microsoft Word, Excel, Access, PowerPoint, etc..)

7. Please list all languages other than English in which you are fluent.

8. Please share any other information you feel is relevant or helpful to USG staff in identifying a job placement for you.

9. Please list three references whom USG staff may contact to obtain information regarding your past employment, internship or volunteer experience. Please include each reference name, title, place of employment, contact information and their relationship to you. References may not include any relatives/family members. Also, if available, please attach your current resume to this application.

Reference 1

Reference 2

Reference 3

I certify the information provided on this application is accurate and correct to the best of my knowledge. By signing below, I authorize USG staff to contact my references listed above.

Applicant Signature

Date

Thank you for your interest in student employment with the Universities at Shady Grove. All employment applications will be reviewed upon receipt and qualified applicants will be contacted to schedule an interview as positions become available. If no placements are identified for you at the current time, USG staff will keep your application on file and will contact you as positions become available in the future. Any questions regarding student employment should be directed to USG's Office of Student Services staff at 301.738.6023.