

# Ichabod Shop

## Application for Student Employment

### PERSONAL INFORMATION

DATE OF APPLICATION: \_\_\_\_\_

Name:

\_\_\_\_\_

Last First Middle

Address:

\_\_\_\_\_

Street (Apt) City/ State Zip

Alternate Address:

\_\_\_\_\_

Street City/ State Zip

Contact Information:

(\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ \_\_\_\_\_

Home Telephone Mobile Telephone Email

**POSITION SOUGHT:** \_\_\_\_\_ **Available Start Date:** \_\_\_\_\_

**Desired Pay :** \_\_\_\_\_ **-Are you currently employed?** \_\_\_\_\_

Hourly

### EDUCATION

	Name and Location	Graduate?	Degree / Major
High School			
College or University			
Other Education			

**Please list your areas of highest proficiency, special skills or other items that may contribute to your abilities in performing the above mentioned position.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **PREVIOUS EXPERIENCE**

Please list beginning from most recent

<b>Dates Employed</b>	<b>Company Name</b>	<b>Location</b>	<b>Role/Title</b>

**Job notes, tasks performed and reason for leaving:**

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**Job notes, tasks performed and reason for leaving:**

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## **REFERENCES**

Please supply work-related references (not family members)

<b>Name</b>	<b>Telephone #</b>	<b>Relationship</b>	<b>How long known</b>

Employment at Washburn University may be conditioned upon satisfactory completion of a background check. Arrest information is not considered in the selection process.

The information I have provided in this application is true and correct to the best of my knowledge. If employed, I understand any false information given may be sufficient grounds for termination. I hereby grant permission to Washburn University to contact each employer listed concerning my qualifications and work performance. Permission is also granted to my former employers to provide Washburn University information with respect to my work performance.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Notice of Nondiscrimination:** It is the policy of Washburn University to assure equal educational and employment opportunity without regard to race, color, religion, age, national origin, ancestry, disability, sex, marital or parental status, genetic information, or sexual orientation/gender identity. Each unit within the University is charged with conducting its practices in conformity with these principles. Responsibility for coordination of compliance efforts and receipt of inquiries has been delegated to Pam Foster, Equal Opportunity Director, Morgan Hall, Washburn University, Topeka, Kansas 66621, (785) 670-1509, pam.foster@washburn.edu.