WWU Student Employment Application

Please complete all portions of this application and submit to the hiring department, if requested in the job posting. Incomplete applications will not be reviewed. Your application will be reviewed as soon as possible. Only those students selected for an interview will be contacted. Please note that a criminal and employment history background check may be performed prior to offer of employment.

Applicant Information

Position Applying for: _____ Start Date Available: _____

WWW ID Number: _____ Full Name: _____

Address: _____ _____
Street Address Apartment number/unit

_____ _____ _____
City State ZIP Code

Phone: _____ WWU E-mail Address: _____

Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Times Available							

Are you a citizen of the United States? Yes ☐ No ☐ If no, are you authorized to work in the U.S.? Yes ☐ No ☐

Have you been awarded Work Study? Yes ☐ No ☐ If not, are you on the Work Study Wait List? Yes ☐ No ☐

Current Year Work Study Award: _____

Fall: _____ Winter: _____ Spring: _____

Academic Information

Class Level: _____ Major Interest: _____

Previous Employment or Volunteer Activities (Most Recent)

Employer: _____ Phone: _____

Address: _____ Job title: _____

Supervisor: _____ Starting Pay: _____ Ending Pay: _____

Responsibilities: _____

From: _____ to: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? Yes ☐ No ☐

Employer: _____ Phone: _____

Address: _____ Job title: _____

Supervisor: _____ Starting Pay: _____ Ending Pay: _____

Responsibilities: _____

From: _____ to: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? Yes ☐ No ☐

Additional Information: Please list special job-related skills or experience you want to include - for example computer software, specific office equipment, volunteer activities, club membership, athletic activities, language skills, customer service skills, cash handling experience, child care experience, awards earned, etc. You may use as much space as you need:

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. By signing this application, I understand that my references may be contacted to verify to verify previous employment.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature _____ Date: _____

If this form is submitted electronically, signature can be obtained upon interview or hiring

Emergency Contact: _____ Phone: _____

Employing Department Use Only

Reviewed By: _____

	Yes	No	Notes
Interviewed?	☐	☐	_____
Hired?	☐	☐	_____
WS Award?	☐	☐	_____

Staff Signature _____ Date _____