CAMPUS CENTER ADMINISTRATIVE OFFICE
Student Employment Application

Check the position(s), for which you are applying:

____ Building Manager ____ Event Scheduling Assistant

____ Information Desk / Game Room / Art Gallery/Setup Crew/Hospitality

Name_____
Last First Middle initial

Student ID number _____ Are you eligible for Work-Study? _____

Current Address_____
Street City State/Zip

Phone_____ Alt. phone_____

Email Address _____

Classification: __Freshman __Sophomore __Junior __Senior __Graduate student

Have you been employed by IU / IUPUI before? ☐Yes ☐No If yes, the information must be listed on resume.

Do you have a minimum 2.0 GPA? ☐Yes ☐No Major: _____

Submit all the following information with this application form:

☐ **General Essay Questions**
Please attach a typed response to the following question (no more than one (1) page):

1. Explain why you are the best candidate for the position for which you have applied.

☐ **Building Manager Essay Questions**
If you are applying for a Building Manager's position, attach typed responses to this additional question (no more than one (1) page per question).

1. Explain how previous work experiences and/or leadership positions have prepared you for this type of student employment position that involves above average levels of responsibility and leadership?

☐ **Professional Resume**
Attach a typed professional resume and include the following: educational background, all current and past employment, campus involvement and leadership positions, community involvements, and awards/achievements.

☐ **Reference Sheet**
Complete the attached reference sheet and include the names and current contact information for at least two work related references. References will be verified and checked before an offer of employment is made.

I certify that all answers to questions that are part of my application (application sheet, resume, reference sheet, essay questions, and interviews) are true. I understand that any false statements made may result in termination of subsequent employment regardless of the date of discovery. I give my permission for my University academic and judicial records as well as previous employment records to be checked to determine my eligibility for employment.

_____ _____
Signature Date **5/2010**

Applications can be submitted by fax, mail, or in person to the Campus Center Office
420 University Blvd, CE 278, Indianapolis, IN 46202, 278-0828 (fax)

CAMPUS CENTER
STUDENT EMPLOYMENT
REFERENCE SHEET

List at least two (2) work-related references that we may contact regarding your past work performance. Provide only current phone numbers and email addresses. If you have never been employed, you may use a faculty member who has supervised your academic work, or another individual that has supervised you in a volunteer position. If we are unable to make contact with at least two (2) references, an interview or employment offer may not be made.

_____ _____
Employer/Company Dates of employment (Month/Year to Month/Year)

Job title_____
Title of position you held

_____
Supervisor/Contact Name

Phone Number _(_____)_____ Email _____

_____ _____
Employer/Company Dates of employment (Month/Year to Month/Year)

Job title _____
Title of position you held

_____
Supervisor/Contact Name

Phone Number __(_____)_____ Email _____

_____ _____
Employer/Company Dates of employment (Month/Year to Month/Year)

Job title _____
Title of position you held

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Supervisor/Contact Name

Phone Number __(____)_____Email _____

5/2010