



Student Employment Application

Shippensburg University of Pennsylvania

PERSONAL INFORMATION

Name: _____ Date: _____
 SU Email: _____ SU ID: _____
 Local Address: _____
 Home Address: _____
 Phone Number: _____ Emergency Contact Name: _____
 Emergency Contact Phone Number: _____

ACADEMIC INFORMATION

Anticipated Graduation Date: _____
 Class: First Year Sophomore Junior Senior Graduate Student
 Major: _____ Minor: _____
 GPA: _____ International Student: Yes _____ No _____
 Are you currently under any disciplinary action by the University? Yes _____ No _____
 If yes, please explain: _____

EMPLOYMENT HISTORY *(most recent first)*

Employer:	Address:	Phone:
Position Held:	Supervisor:	Dates Employed (Mo/Year):
Position Responsibilities		Reason for Leaving:
Employer:	Address:	Phone:
Position Held:	Supervisor:	Dates Employed (Mo/Year):
Position Responsibilities		Reason for Leaving:
Employer:	Address:	Phone:
Position Held:	Supervisor:	Dates Employed (Mo/Year):
Position Responsibilities		Reason for Leaving:

SCHEDULE OF AVAILABILITY

Please note, each on-campus job will have varying hours and days available for you to work. Please check all time slots in which you are available and willing to work. If only available for part of the slot listed, please make note in the space below.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
6:00 – 7:00 am							
7:00 – 8:00 am							
8:00 – 9:00 am							
9:00 – 10:00 am							
10:00 – 11:00 am							
11:00 – 12:00 pm							
12:00 – 1:00 pm							
1:00 – 2:00 pm							
2:00 – 3:00 pm							
3:00 – 4:00 pm							
4:00 – 5:00 pm							
5:00 – 6:00 pm							
6:00 – 7:00 pm							
7:00 – 8:00 pm							
8:00 – 9:00 pm							
9:00 – 10:00 pm							
10:00 – 11:00 pm							
11:00 – 12:00 am							
12:00 – 1:00 am							
1:00 – 2:00 am							

Please use the following space to provide any further clarification of the above schedule and/or availability.

SKILLS

Please describe the skills you have and/or classes you have taken that relate to working in an on-campus student employment position:

Please list campus and community activities that you are/have been involved with that relate to the on-campus position:

REFERENCES

Please list three references (non-relatives) who have first-hand knowledge of your campus involvement and/or work related experience.

Name: _____

Relationship: _____

Phone: _____

E-Mail: _____

Name: _____

Relationship: _____

Phone: _____

E-Mail: _____

Name: _____

Relationship: _____

Phone: _____

E-Mail: _____

CRIMINAL HISTORY

CRIMINAL OFFENSE includes felonies and misdemeanor.

CONVICTION is an adjudication of guilt and includes determinations before a court, a district justice or magistrate and pleas of *nolo contendere* (no contest) that result in a fine, sentence or probation.

For this question disregard: minor traffic violations (no points) and underage drinking offenses, committed before your 18th birthday which as adjudicated in juvenile court under a Youth Offender Law, and any charges which have been expunged by a court or for which you successfully completed an Accelerated Rehabilitative Disposition Program (ARD).

A “Yes” answer is not necessarily a bar to employment.

If you answer “Yes,” please provide a written explanation.

WERE YOU EVER CONVICTED OF A CRIMINAL OFFENSE?

Yes _____ No _____

If you answer “Yes,” use the space below to provide a written explanation.

VERIFICATION

I recognize that there may be additional questionnaires or information needed to submit this application and that this application does not complete the process in full.

Initials: _____ Date: _____

I have read and understand the roles, responsibilities, and expectations of this position and hereby submit this application for consideration. I possess all of the qualifications required for this position as specified on this form and all information submitted is correct to the best of my knowledge.

Initials: _____ Date: _____

Please refer to the position posting on SHIP Career Connection to determine appropriate methods of submission. For further questions regarding the submission process, please contact the Career and Community Engagement Center at 717-477-1484 or career@ship.edu.