



# Student Employment Application

Shippensburg University of Pennsylvania

**PERSONAL INFORMATION**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

SU Email: \_\_\_\_\_ SU ID #: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Do You Reside On Campus? YES  NO

**ACADEMIC INFORMATION**

Anticipated Graduation Date: \_\_\_\_\_ GPA: \_\_\_\_\_

Class:  First Year  Sophomore  Junior  Senior  Graduate Student

Major: \_\_\_\_\_ International Student: Yes  No

Are you currently under any disciplinary action by the University? Yes  No

If yes, please explain: \_\_\_\_\_

**SCHEDULE OF AVAILABILITY**

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 a.m.							
7:00 - 8:00 a.m.							
8:00 - 9:00 a.m.							
9:00 - 10:00 a.m.							
10:00 - 11:00 a.m.							
11:00 - 12:00 p.m.							
12:00 - 1:00 p.m.							
1:00 - 2:00 p.m.							
12:00 - 1:00 p.m.							
1:00 - 2:00 p.m.							
2:00 - 3:00 p.m.							
3:00 - 4:00 p.m.							
4:00 - 5:00 p.m.							
5:00 - 6:00 p.m.							
7:00 - 8:00 p.m.							
8:00 - 9:00 p.m.							
9:00 - 10:00 p.m.							
10:00 - 11:00 p.m.							
11:00 - 12:00 a.m.							
12:00 - 1:00 a.m.							
1:00 - 2:00 a.m.							

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

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**ADDITIONAL INFORMATION**

Please use this section to include any additional information that you would like to share that is not included in your resume.

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**CRIMINAL HISTORY**

**CRIMINAL OFFENSE** includes felonies and misdemeanors.

**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 18<sup>th</sup> 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.

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**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: \_\_\_\_\_

*For further questions regarding the submission process, please contact the Career, Mentoring, and Professional Development Center at 717-477-1484 or career@ship.edu.*