

Returning Student Work Application

Student Worker Information

Name: _____ Date: _____

Home Phone: _____ Cell Phone: _____ Academic Major: _____

Current Class: FR. SO. JR. SR.

Email: _____ Graduation Date: _____

For semester/year applying will you be a: Resident: or *Non-Resident:

If you are a resident, you have already have been room assignment: Registered for classes next Semester:

**Must be full-time and commit to a minimum of one full semester- see Student Authorization and Verification on reverse side.*

Type of Job

Department & Job Title for which you are applying: _____

List any other departments/jobs for which you have applied: _____

If applying for a management role, indicate which position(s):

General Manager: Department Manager of: _____

Assistant Manager: Crew Head: Department: _____

Questions

Starting with your current job, list all work and volunteer experience you have had at Blackburn and outside of Blackburn. Include any previous leadership experience outside of work (i.e. clubs, organizations, etc.). Attach additional sheets if needed.

Describe specific skill sets you possess (accounting, plumbing, welding, cameras, first-aid/CPR certification, computers, etc.).

Questions, cont'd

List any medical condition affecting the work you are able to do. You may have to provide supporting documentation from your physician:

List all extra curricular activities including intercollegiate sports you will be participating in during the period you are applying to work:

Check if you will be in an internship. Fall: Spring:

Check if you are going to be studying abroad. Fall: Spring:

If so, where? _____

Name two campus "work" references:

Note: GM & Dept. Mgr. candidates must have (2) "confidential" letters of recommendation forwarded to the Work Office.

Management Candidates

Management Candidate: Attach an additional (typed) page explaining why you are interested in a management position, and why you feel you would be successful in the position.

NOTE: To be considered for a manager position you must currently have at least a 2.5 cumulative GPA, and cannot be on academic, social, or work probation. Assistant Managers and Crew Heads cannot be on academic, social, or work probation.

Student Authorization / Verification

I hereby grant authorization for the references named above, as well as my current and past work supervisor(s), to share information regarding my work performance with those individuals involved in hiring for this position.

Non-Residents: I understand that I am committed to participation in the Work Program for at least one full semester and must comply with all Work Program requirements including being subject to suspension for failure to do so.

Student's Signature: _____ Date: _____

Selection / Hire Request

I wish to hire this student for (and he/she accepts) the job of: _____ Official Position Title

Applicant is being hired for:

Tuition Hours Only:
Tuition & Paid Hours: Average # paid
Paid Hours Only: hours per week: _____

Early Returning Workers:

If needed to return early to start work, the student agrees to return on:

Date: _____ for Paid Hours: or Tuition Hours:

Supervisor's Signature: _____ Date: _____

Student's Signature* _____ Date: _____

*NOTE: Please notify/withdraw your application for any other jobs for which you have applied.

For Office Use Only

- _____ Current Manager Approval
 _____ New Manager Approval
 _____ W-4 Forms
 _____ Paid Hours Authorization Form
 _____ Approved to participate as Non-Resident or _____ Not Approved
 _____ Semester Career Petition

General Manager Signature: _____ Date: _____