

# Southeastern Louisiana University OFFICE OF STUDENT PUBLICATIONS

## Application for Employment

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

**(PLEASE PRINT)**

Position(s) Applied For :	Date of Application :
How Did You Learn About Us? Advertisement _____ <small>List Publication/Site</small>	Employee Referral Walk-In _____
	Web Page Other _____ <small>Explain</small>

Last Name	First Name	Middle Name
Address	Number	Street
	Apt.	City
	State	Zip Code
Telephone Number(s)	Home (____) _____ - _____ (____) _____ - _____	W# _____
	Cell (____) _____ - _____	Email: _____

Best time to contact you is:	____ : ____ AM ____ : ____ PM
If you are under 18 years of age, can you provide required proof of your eligibility to work?	Yes    No
Have you ever filed an application with us before? If yes, please give date of application: _____	Yes    No
Have you ever been employed with us before? If yes, give dates of employment: _____	Yes    No
Do any of your friends or relatives, other than spouse, work here? If Yes, state name, relationship and location _____	Yes    No
Are you currently employed on campus? If so, where? _____	Yes    No
If offered a position with Student Publications, do you plan to be employed with another University department/program or off-campus employer? If so, which department/program? _____	Yes    No
May we contact your present employer?	Yes    No
Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? <i>Proof of citizenship or immigration status will be required upon employment.</i>	Yes    No
Date available for work        ____ / ____ / ____	
First semester enrolled at Southeastern Louisiana University (ex. Fall 2017) _____	
Current Classification (Freshman, Sophomore, Junior, Senior or Grad Student): _____	
Expected Date of Graduation: _____        Current GPA: _____	

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

**EDUCATION**

School	Name and Address Of School	Course of Study	Years Completed	Diploma/ Degree	Date Acquired
High School					
Undergraduate College					
Graduate/ Professional					
Other (Specify)					

**List employment history starting with your most current or present job**

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
Starting/Present Job Title		Starting	Final	
Supervisor				
Reason for Leaving		May We Contact?		Yes No

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
Starting/Present Job Title		Starting	Final	
Supervisor				
Reason for Leaving		May We Contact?		Yes No

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
Starting/Present Job Title		Starting	Final	
Supervisor				
Reason for Leaving		May We Contact?		Yes No

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
Starting/Present Job Title		Starting	Final	
Supervisor				
Reason for Leaving		May We Contact?		Yes No

**Comments: Include any additional information that pertains to the position being applied for.**


**Describe any specialized training and skills**


**Describe any extra-curricular activities and organizations that you are involved with. Please list leadership positions that you may hold with these activities and organizations. Also, please list any other media outlets that you may also be involved with.**


**Do you have any plans to student teach, study abroad or any other activities that would take you off campus for an extended period of time? Yes  No  If yes, please indicate below during which semesters this would occur.**


**ADDITIONAL INFORMATION:**

**Other Qualifications** *Summarize special job-related skills and qualifications acquired from employment or other experience.*


**SPECIALIZED SKILLS: (Skills/Equipment Operated)**

\_\_\_ Mainframe

\_\_\_ Spreadsheet

Other (list):

\_\_\_ PC/MAC

\_\_\_ Word Processing

\_\_\_\_\_

\_\_\_ Publishing

\_\_\_ Adobe Indesign/Photoshop

\_\_\_\_\_

**State any additional information you feel may be helpful to us in considering your application.**

*Detail your experience with writing, photography, and/or layout/computer-aided design. (Include high school and college course work or any previous publications experience that may apply.)*


