Governors State University

# Student Employment Application

**This application must be completed and submitted to Hiring Department for job consideration.**

**Job Title** (For which you are applying) _____

Name _____ GSU ID# _____

Address _____

_____

Phone Number _____ Email address _____

**Current Student Status**

Undergraduate: ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior

☐ Graduate

☐ Doctoral Major _____

**Work Areas of Interest (Check all that apply)**

☐ Career Service Specialist ☐ Information Technology ☐ Office Assistant

☐ Fitness Room Attendant ☐ Laboratory Assistant ☐ Student Tutor

☐ Food Service Specialist ☐ Library Assistant ☐ Other _____

**Office Skills (Check all that apply)**

☐ Answering Phones ☐ Data Entry ☐ Microsoft Word

☐ Childcare ☐ Filing ☐ Tutoring

☐ Computer Programming ☐ Microsoft Excel ☐ Typing

☐ Customer Service ☐ Microsoft PowerPoint ☐ Web development

☐ Other _____

Have you ever worked for GSU ☐ Yes ☐ No

If yes which department _____

**Eligibility Status (Check all that apply)**

☐ U. S. Citizen or Permanent Resident

☐ International Student eligible to work in the United States

Have you completed a Free Application for Federal Student? Aid (FAFSA) for the current academic year? ☐ Yes ☐ No

Have you been awarded Federal Work Study? ☐ Yes ☐ No

*International Students are not eligible for Federal Work Study.*

**STUDENTS MUST BE ENROLLED IN SIX (6) OR MORE CREDIT HOURS WHILE EMPLOYED.**

I certify that the information provided in this application is true and correct to the best of my knowledge. I agree to abide by the policies and procedures of GSU. Eligibility for Federal Work Study does not guarantee placement in a position. I understand that unless I am given a written contract of employment, my employment will not be guaranteed for any particular duration and I may be separated at any time.

Applicant's Signature _____ Date_____