Name:	WID Number:

Permanent Address: (City/State/Zip)

School Address: (City/State/Zip)

Phone Number:	Email:

Major:	Anticipated Graduation Date:

Can you work in summer? Yes No	Student Holidays? Yes No

Can you work a minimum of 10 hours per week?   Yes   No

Are you currently working with another KSU department?   Yes   No   Where?

Are you Federal Work Study Eligible?   Yes   No

Availability:

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Start Time					
End Time					

When are you available to start work? ─────────────────────────

What other clubs, volunteer work and/or extra-curricular activities are you involved in? ──────
_____

Please write a paragraph discussing three strengths that you believe would benefit you in this position.

_____
_____
_____
_____
_____

Skills: Please rate yourself on the following skills.   1 – Novice   2 – Proficient   3 – Expert

Skill	Rating	Skill	Rating	Skill	Rating
Interpersonal Skills		Faxing		Spreadsheets	
Mechanical Ability		Multi-line Phone System		Word Processing	
Detail Orientation		Filing		Outlook Email/Calendar	
Organizational Skills		Data Entry		PowerPoint	
Work Independently		Databases		Internet Search	
Copying/Collating		Basic Accounting		Scanning	

References:	Name	Address	City/State	Phone Number

I hereby grant my permission to the College of Arts and Sciences to contact my former employers and the references listed above concerning my personal character and my qualifications for employment.

_____

Applicant Signature   Date

Please return this application and a resume to:

     107 Calvin Hall
     Deans' Office Student Services
     College of Arts and Sciences
     Kansas State University

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