

Sawyer Computing Center Application for Employment

PERSONAL

Last Name: _____ Home Phone: _____-_____-_____
First Name: _____ Cell Phone: _____-_____-_____
Middle Initial: _____ Email: _____

Address: _____ Student ID: _____
City: _____
State: _____ Zip: _____

GENERAL

Are you legally eligible to work in the United States? Yes No
Do you currently have a Social Security Number? Yes No
Have you ever applied for employment at the Sawyer Computing Center? Yes No
How did you become aware of employment opportunities as the Sawyer Computing Center?

SKILLS

Please list skills that you have, that you believe will help you run the Computing Center.

*NOTE: Items such as "Internet browsing, email, etc." are **not** considered skills.*

EDUCATION

I am a(n): Undergraduate Graduate
How many years of university level education have you completed? _____
What is your major or degree program? _____

TUTION ASSISTANCE

Do you currently have a Work-study / Fellowship award? Yes No
If yes, in what amount is your Work-study / Fellowship award? \$ _____

EMPLOYMENT HISTORY

Please provide your employment history for the two most recent positions you have held.

EMPLOYMENT HISTORY 1:

Company Name: _____

Address: _____

Phone: _____

Job Title: _____

Employed (month/year):

FROM: _____

TO: _____

Reason for Leaving:

Name and Title of Supervisor:

EMPLOYMENT HISTORY 2:

Company Name: _____

Address: _____

Phone: _____

Job Title: _____

Employed (month/year):

FROM: _____

TO: _____

Reason for Leaving:

Name and Title of Supervisor:

REFERENCES

Please provide the names, addresses, and phone numbers of at least two employment references.

REFERENCE 1:

Name: _____

Address: _____

Phone: _____

REFERENCE 2:

Name: _____

Address: _____

Phone: _____

APPLICANT'S STATEMENT

I hereby declare that all information provided on this application for employment is correct and truthful to the best of my knowledge. I understand that the information provided here, and in any supplementary document, will be subject to verification by Suffolk University and the Office of Technology Management.

SIGNATURE: _____

DATE: ____/____/____

SUFFOLK UNIVERSITY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, RELIGION, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, VIETNAM-ERA OR DISABLED VETERAN STATUS IN ITS EMPLOYMENT OR ADMISSION POLICIES, OR IN THE ADMINISTRATION OF, OPERATION OF, OR ACCESS TO ITS ACADEMIC AND NON-ACADEMIC PROGRAMS AND POLICIES. IT DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITIES, SECTION 504 OF THE REHABILITATION ACT OF 1973. NON-FACULTY EMPLOYMENT APPLICANTS MAY ADDRESS QUESTIONS REGARDING DISABILITIES, SECTION 504 OF THE REHABILITATION ACT OF 1973, TITLE IX AND OTHER FEDERAL AND STATE NON-DISCRIMINATION LEGISLATION TO THE DIRECTOR OF HUMAN RESOURCES.

Sawyer Computing Center Availability Worksheet

WEEKDAY SHIFT

Please check the shifts that you are available to work.

	9:00 AM – 1:00 PM	1:00 PM – 5:00 PM	5:00 PM – 10:00 PM
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			X

WEEKEND SHIFT

Please check the shifts that you are available to work.

	12:00 PM – 6:00 PM
SATURDAY	
SUNDAY	

TOTAL HOURS

Please list the total hours you are available to work on campus, in the Sawyer Computing Center. _____

NOTE: Work-study students can work up to a maximum of 19 hours per week. All others can work up to a maximum of 20 hours per week.