**IN FRONT OFFICE OF DEPARTMENT OF COMPUTER SCIENCE**

**TEXAS STATE UNIVERSITY**

**Today’s Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Preferred Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please check the type of employment you are seeking:

\_\_\_\_\_\_ **Regular Wage**

\_\_\_\_\_\_ **College Work-Study\*** **Amount of Work-Study Award** $ \_\_\_\_\_\_\_\_\_\_

 \*(Attach copy of award from Financial Aid) **Amount per semester** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Awarded for: \_\_**\_\_ Fall \_\_\_\_ Spring \_\_\_\_ Summer I \_\_\_\_ Summer II

**NAME:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DOB:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Last First**

**University ID#** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **CITIZENSHIP**: US \_\_\_\_\_ INTERNATIONAL \_\_\_\_\_\_

**CONTACT PHONE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **TX STATE NET ID:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**LOCAL ADDRESS:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 City, State, Zip Code

Have you ever worked at Texas State University? \_\_\_\_\_\_\_\_ If yes, when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 What department? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you willing to work between semesters? ( ) Yes ( ) No

Are you receiving an athletic scholarship? ( ) Yes ( ) No

**Qualifications/Skills:** ( ) Cash Handling ( ) 10 Key ( ) Fax Machine ( ) Customer Service ( ) Typing

 ( ) Copier ( ) PC or Macintosh ( ) Multi-Line Phone

 ( ) Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Software Skills**  ( ) Word ( ) Excel ( ) Access ( ) Outlook ( ) Publisher ( ) Illustrator

( ) InDesign ( ) Photoshop

( ) Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_REFERENCES\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current/Previous Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor’s Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your job duties: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

May we contact this reference (circle)? Yes No

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **LIST TIME FRAMES YOU ARE AVAILABLE TO WORK (EX: 8-12)** |  |  |  |  |  |

**HOURS AVAILABLE TO WORK**

**SEMESTER/YR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ANTICIPATED HRS/WK (must be 25 hrs or less): \_\_\_\_**

**PREVIOUS WORK EXPERIENCE BOTH ON AND OFF-CAMPUS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date Began** | **Date Ending** | **JOB TITLE** | **NAME OF EMPLOYER & PHONE NUMBER** | **DUTIES** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

MAJOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Overall TXST\* GPA:** \_\_\_\_\_\_\_\_\_\_\_\_

Anticipated graduation date? \_\_\_\_\_\_\_\_\_\_ (\*If exists; otherwise use TBD if you are

 an incoming student)

\_\_\_ FRESHMAN \_\_\_ SOPHOMORE \_\_\_JUNIOR \_\_\_ SENIOR \_\_\_ GRAD STUDENT

Please list any extracurricular activities you will be involved in and any conflicts that may affect your work schedule, besides your class schedule. Be specific, list days and times you will not be available.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attached class schedule (circle)? Yes No

Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_