



Student Programs, A Division of Student Affairs
 109 East Eggleston Hall (0428), Blacksburg, VA 24061
 (540) 231-6207, Fax: (540) 231-5041, www.studentprograms.vt.edu



Student Application for Employment

Position(s) applying for (note preference – 1 being highest): _____ Housekeeping Special Projects (Summer Only)

____Office Assistant ____Graphic Design Intern ____Marketing Intern ____Other (write) _____

PLEASE PRINT OR TYPE

Name _____ Student I.D. Number _____
Last First MI

Local Address _____
Street City State Zip

Permanent Address _____
Street City State Zip

Local Phone Number _____ Permanent Phone Number _____ E-mail Address _____

Present Class Level: High School First Year Second Year Third Year Fourth Year Fifth Year Graduate Major _____

Check the semesters applying for work: Fall Spring Summer I Summer II

Hours available per week: _____ **List class schedule and other commitments on the other side of this form.**

Have you ever worked for Virginia Tech before? Yes No If yes, please describe below.

Please list any work experience, skills, or activities that would help us evaluate your application:

(Use another page if necessary. Job training is available for most opportunities. Feel free to attach a resume.)

List two references with names, addresses, and phone numbers (at least one must be local):

Name: _____ Phone: _____

Name: _____ Phone: _____

Check here if you have College Work-Study through the Financial Aid Office. If yes, attach a copy of your notification of award letter to this application. Your eligibility for financial aid may be affected by on-campus employment. It is your responsibility to notify the Financial Aid Office.

For purposes of compliance with The Immigration and Control Act, are you legally eligible for employment in the United States? Yes No
 Under the Immigration and Control Act of 1986, you will be required to complete a certification verifying that you are eligible to be employed and verifying your identity. Further, you will be required to provide documentation should you be employed.

For purposes of compliance with the Military Selective Service Act, have you registered for the Selective Service? Yes No
 The Act requires all male citizens of the United States and non-citizen males seeking citizenship between the ages of 18 and 25 to register for the Selective Service. You will be required to provide documentation should you be employed.

In accordance with this application, I give permission to have my records at Virginia Tech checked and the statements on this application verified. I understand that candid evaluations may be used in connection with this application and that they will be kept confidential from both me and the general public. I further understand that any inaccuracies or misrepresentations on this application will be grounds for immediate dismissal. I also acknowledge that I will be financially responsible for any state property and/or uniforms issued to me and not returned upon termination of employment.

Applicant's Signature _____ Date _____

Mail applications to: Human Resources, Jodi Clark, Virginia Tech, 109 East Eggleston (0428), Blacksburg, VA 24061

For more information contact Jodi Clark, at (540) 231-5039 or clarkjl@vt.edu

Virginia Tech does not discriminate against employees, students, or applicants on the basis of race, color, sex, sexual orientation, disability, age, veteran status, national origin, religion, or political affiliation. Anyone having questions concerning discrimination should contact the Equal Opportunity and Affirmative Action Office. If you are a person with a disability and desire devices, services, or other accommodations to assist you in the application/interview process call Student Programs at (540) 231-8060 or TDD (540) 231-6258.

Thank you for considering Student Programs for employment.

Name _____ Student I.D. Number _____
Last First MI
 Hours Available/Week _____ Class Year (HS 1 2 3 4 5 G) _____ Major _____

Check here if you have College Work-Study through the Financial Aid Office. If yes, attach a copy of your notification of award letter to this application. Your eligibility for financial aid may be affected by on-campus employment. It is your responsibility to notify the Financial Aid Office.

Class Schedule and Other Obligations

Please mark the times when you are **not** available to work. You are subject to be scheduled at all unmarked times.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7 AM							
7:30 AM							
8 AM							
8 AM							
9 AM							
9:30 AM							
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10 PM							
10:30 PM							
11 PM							
11:30 PM							
Midnight							
12:30 AM							
1 AM							
1:30 AM							
2 AM							