



Job Application for Student Staff

INSTRUCTIONS

Each question should be fully and accurately answered. Use a blank paper if you do not have enough room on this form. Please print or type. Please attach a current resume and a potential available [work schedule](#). Return to the contact person or supervisor of the position you're applying for.

APPLICANT INFORMATION

Last Name		First	M.I.	Date
Street Address			Apartment/Unit #	
City		State		
Phone		E-mail Address		
Date Available		Student ID Number (DO NOT LIST SSN)		
Position Applied for				
Are you an undergraduate student?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Are you a Colorado resident?
Do you have a work-study award?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>
				NO <input type="checkbox"/>

EDUCATION

Major	Projected Graduation Date			
Emphasis	Year in school	Freshman <input type="checkbox"/>	Sophomore <input type="checkbox"/>	Junior <input type="checkbox"/>
		Senior <input type="checkbox"/>	Graduate <input type="checkbox"/>	

SPECIAL SKILLS AND INTERESTS

Please check area(s) of experience:

Data Bases (specify):	Typing: YES <input type="checkbox"/>	NO <input type="checkbox"/>	Words per minute:
Spreadsheets (specify):	Customer Service:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Word Processing (specify):	Telephone/Switchboard Experience:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
List any particular skills and/or interests related to this position:	General Labor:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	10Key Data Entry (sight or touch?):	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	Filing:	YES <input type="checkbox"/>	NO <input type="checkbox"/>

WORK RELATED HISTORY

ARE YOU CURRENTLY WORKING FOR ANOTHER CU EMPLOYER? YES NO

If yes, department name: _____

All employees are required to self-disclose if they are currently working for or subsequently begin working for more than one CU department. This includes working for an agency contracted under the off-campus work-study program.

Employer:

Address:

Name of Supervisor: _____ Phone ()

Employment Period: From _____ To _____

Title and Responsibilities:

Reason for Leaving:

Employer:

Address:

Name of Supervisor: _____ Phone ()

Employment Period: From _____ To _____

Title and Responsibilities:

Reason for Leaving:

Employer:	
Address:	
Name of Supervisor:	Phone ()
Employment Period: From	To
Title and Responsibilities:	
Reason for Leaving:	

CONDUCT
Are you willing to submit to a background check if one is required for the position you're applying for? YES <input type="checkbox"/> NO <input type="checkbox"/>
Please note that all employees are required to self-disclose post-employment criminal convictions or felony charges filed against them within three business days of the conviction or felony charge to the Human Resources Background Check Coordinator (hr-bgc@colorado.edu). Employees with driving responsibilities are also required to self-disclose suspension or revocation of a driver's license within three business days. Employees failing to self-disclose may be subject to disciplinary action, up to and including termination. Your signature on this application represents your agreement to comply with this self-disclosure requirement.

REFERENCES	
<i>Please list two professional references.</i>	
Full Name	Relationship
Company	Phone ()
Address	
<hr/>	
Full Name	Relationship
Company	Phone ()
Address	

AFFIDAVIT	
I certify that the answers and statements provided on this application are true and correct without consequential omissions of any kind.	
Signature	Date

The University of Colorado does not discriminate on the basis of sex in the education programs or activities it operates or in employment. Inquiries to the University of Colorado concerning the application of Title IX and its implementing regulation may be referred to the campus Title IX coordinator at <http://hr.colorado.edu/dh/Pages/default.aspx> or to Office of Civil Rights (OCR) at: <http://www2.ed.gov/about/offices/list/ocr/index.html>.