

# Student Application for On-Campus Employment

Date: \_\_\_\_\_

## Personal

Name \_\_\_\_\_  
*Last First Middle*

SS# \_\_\_\_\_

Address (local) \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_

Address (home) \_\_\_\_\_  
*(street)*

Phone (\_\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
*(city (state) (zip)*

Classification *(circle)* FR SO JR SR GRADUATE SCHOOL SEMINARY

Are you willing to work weekends? \_\_\_\_\_ Do you have a car? \_\_\_\_\_

May you lawfully become employed in this country per your VISA or Immigration status? \_\_\_\_\_

On what date would you be available for work? \_\_\_\_\_ How many hours per week? \_\_\_\_\_

## Employment

Start with your present or last job. Please describe your work experience.

<i>Employer</i>	<i>Address</i>	<i>Phone</i>	<i>Type of Position</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Position you are interested in: (please rank in order of preference, 1 first preference)

- |                  |                         |
|------------------|-------------------------|
| ___ Library/IMC  | ___ Clerical            |
| ___ Food Service | ___ Student Recruitment |
| ___ Mailroom     | ___ Grounds Maintenance |
| ___ Other: _____ |                         |

Hours available for work:

Sunday _____	Thursday _____
Monday _____	Friday _____
Tuesday _____	Saturday _____
Wednesday _____	

Will you be working another job off-campus? \_\_\_\_\_ If yes, where? \_\_\_\_\_

## Activities/Skills

School activities you will be participating in:

- Resident Assistant
- Dorm Officer
- Sports: \_\_\_\_\_
- Other: \_\_\_\_\_

- Class Officer
- Choir/Chamber Singers

Specialized skills:

- Computer
- Spreadsheet
- Bookkeeping

- Data entry
- Telephone
- Heavy machinery (specify): \_\_\_\_\_

## Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of my background, prior employment history, and all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless an authorized executive of this organization specifically acknowledges such change in writing.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

Please return this application to:

Baptist Bible College • Attn: BBC Business Office • 538 Venard Road, Clarks Summit, PA 18411