

Job ID Number \_\_\_\_\_ Job Title \_\_\_\_\_ Dept./Emp. Name \_\_\_\_\_  
The Wright Search Job ID #

**Work Availability**      Desired number of hours/week \_\_\_\_\_

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>Hours in class for upcoming term:</b>							
<b>Hours available to work:</b>							

Please indicate if you are available to work during the following times, check all that apply:

Summer Break ☐      Winter Break ☐      Spring Break ☐  
 Weekends ☐      Early Mornings ☐      Late Evenings ☐

**Personal Information**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

University ID \_\_\_\_\_ Email \_\_\_\_\_

Phone Number \_\_\_\_\_ Cellular Phone \_\_\_\_\_  
Include area code      Include area code

Local Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Permanent Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

General Office Skills:

Computer/Software/Technical/Lab Skills:

Class Level: \_\_\_\_\_ Major: \_\_\_\_\_ Cumulative GPA \_\_\_\_\_

Have you ever worked on campus? Yes ☐ No ☐  
Do you have a Federal Work Study Award?\* Yes ☐ No ☐ Amount of Award \_\_\_\_\_

\*Submit a screen capture of WINGS Federal Work Study award notification with your application.

***Employment and Volunteer History*** (Please start with most recent employment)

Dates Employed \_\_\_\_\_ to \_\_\_\_\_ Employer \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_ Phone No. \_\_\_\_\_  
Include area code

Duties:

Reason for leaving \_\_\_\_\_

Dates Employed \_\_\_\_\_ to \_\_\_\_\_ Employer \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_ Phone No. \_\_\_\_\_  
Include area code

Duties:

Reason for leaving \_\_\_\_\_

Dates Employed \_\_\_\_\_ to \_\_\_\_\_ Employer \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_ Phone No. \_\_\_\_\_  
Include area code

Duties:

Reason for leaving \_\_\_\_\_

\*When submitting this application electronically, I understand that my typed name serves as my signature.  
*I certify that all statements in this application are true and accurate; I understand that making false statements is reason for being denied employment or for having my employment terminated.*

Signature \_\_\_\_\_ Date \_\_\_\_\_