

WESTERN OREGON UNIVERSITY

The Teaching Research Institute Student Application for Employment

Office Use Only:
 Date Received: _____
 Workstudy: _____
 Non-Workstudy: _____

Position Information

Position Applying for _____

Personal Information

Name: _____

Address: (local) _____

City, State Zip _____

Home Phone: _____

Mobile Phone: _____

Message Phone _____

E-mail Address: _____

Are you over the age of 18? ___ yes ___ no

Are you legally eligible for employment in the United States (Immigration Reform and Control Act of 1986)? ___ yes ___ no

Have you ever been convicted of a felony or any offense involving dishonesty? ___ yes ___ no

Note: A conviction does not necessarily eliminate you from employment consideration. Each conviction will be reviewed with respect to the offense, circumstances, seriousness, and the position for which you apply

Are you currently registered as a student at WOU? ___ yes ___ no

Do you have workstudy? ___ yes ___ no

Term(s) available for work (circle all that apply) Fall Winter Spring Summer

Hours available to work (limit 20 per week): Mon____ Tues____ Wed____ Thur____ Fri____ TOTAL____

Academic Status (circle): Freshman Sophomore Junior Senior Grad student Major: _____

Clerical/Computer Skills

(List number of months experience with each)

Keyboarding Speed (wpm)	Supervisory Experience
Ten-Key Adding Machine	Maintaining a filing system
Cash Register	MS Word
Multi-line Telephone	MS Excel
Bookkeeping	MS Access
Editing documents for form, content and consistency	Data Entry
Proofreading documents for grammar, spelling and sentence structure	

Please list other computer software in which you are proficient:	
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Job History Information

(Please complete job history even if including resume)

Employer:		City/State:	
Your Job Title:		Supervisor (name/phone):	
From (mm/yy):		To (mm/yy):	
Gross monthly salary:		Average hours worked/week:	
Reason for Leaving:			
Major Duties of Job:			

Employer:		City/State:	
Your Job Title:		Supervisor (name/phone):	
From (mm/yy):		To (mm/yy):	
Gross monthly salary:		Average hours worked/week:	
Reason for Leaving:			
Major Duties of Job:			

Employer:		City/State:	
Your Job Title:		Supervisor (name/phone):	
From (mm/yy):		To (mm/yy):	
Gross monthly salary:		Average hours worked/week:	
Reason for Leaving:			
Major Duties of Job:			

Signature: _____ Date: _____

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Western Oregon University is an affirmative action, equal opportunity employer

The Teaching Research Institute
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