

# Student Employment Application

Department of Art & Design • CA 161  
Minnesota State University Moorhead  
1104 7th Ave S • Moorhead, MN 56563  
Phone: 218.477.2151 • Fax: 218.477.5039



Name \_\_\_\_\_ Date \_\_\_\_\_

Local Address: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Local Phone Number \_\_\_\_\_ Permanent Phone Number \_\_\_\_\_

Year in School:  Freshman  Sophomore  Junior  Senior Tentative Graduation Date: \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

*(Check One)*

**Federal Work Funds or State Funds** (List amount allocated per semester) Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

OR

**Regular Funds**

## Position applying for: (Check each area you would be willing to work)

Clerical Assistant  Computer Assistant

Please list your class schedule/courses and the hours you are available to work.

|       | Monday | Tuesday | Wednesday | Thursday | Friday |
|-------|--------|---------|-----------|----------|--------|
| 8:00  |        |         |           |          |        |
| 9:00  |        |         |           |          |        |
| 10:00 |        |         |           |          |        |
| 11:00 |        |         |           |          |        |
| 12:00 |        |         |           |          |        |
| 1:00  |        |         |           |          |        |
| 2:00  |        |         |           |          |        |
| 3:00  |        |         |           |          |        |
| 4:00  |        |         |           |          |        |

**List previous work experiences:**

Employer \_\_\_\_\_ Phone Number \_\_\_\_\_

Type of work \_\_\_\_\_ How many hours per week \_\_\_\_\_

Employer \_\_\_\_\_ Phone Number \_\_\_\_\_

Type of work \_\_\_\_\_ How many hours per week \_\_\_\_\_

May we contact the above references?  Yes  No

List any clerical or computer related courses you have taken in high school or college.

Have you worked in any MSUM Office in the past? If so, when, where and what did your job involve.

Describe past work experience.

List any accomplishments you are proud of and career goal.

**The information provided on this application is correct to the best of my knowledge.**

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_