

STUDENT EMPLOYEE APPLICATION

Name: _____ Home Phone: (____) _____
 Student ID #: _____ Cell Phone: (____) _____
 Street/Town: _____ Email: _____

Have you ever worked as a student employee or work study at Gateway Community College before? Y N

If so, which office and why did you leave? _____

Have you applied for financial aid? Y N If yes, did you receive work study? Y N

Why do you want to work in Student Activities and Leadership Programs? _____

What special skills, if any, could you contribute to the Student Activities and Leadership Programs team? (i.e. computer, customer service, program management, etc.)

Employment History

Former Employer	Former Employer
Company: _____ Job Title: _____ Dates Employed: from _____ to _____ Reason for Leaving: _____ Supervisor's Name: _____ Supervisor's Phone: _____ May we contact your former supervisor?	Company: _____ Job Title: _____ Dates Employed: from _____ to _____ Reason for Leaving: _____ Supervisor's Name: _____ Supervisor's Phone: _____ May we contact your former supervisor?

Please list any volunteerism or extracurricular activities that you were involved and when.

Please list three references as requested below.

Faculty or Staff/Former Teacher	Former Employer/Supervisor	Personal Reference
Name: _____ Relationship: _____ Phone: _____	Name: _____ Relationship: _____ Phone: _____	Name: _____ Relationship: _____ Phone: _____

Please check the hours in which you are available to work.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am-9am						
9am-10am						
10am-11am						
11am-12pm						
12pm-1pm						
1pm-2pm						
2pm-3pm						
3pm-4pm						
4pm-5pm						
5pm-6pm						

Please check off the positions in which you are interested in working.

- _____ **Office Assistant** – Assists the office staff with light phone coverage, copying, etc., must be computer literate.
- _____ **Student Graphic Artist** – Provides advertising support to the Office of College Life and Student Organizations. Must have computer graphics experience, creativity is a plus. Please bring samples of your work.
- _____ **Student Community Outreach Assistant** – Assists in coordination of community outreach activities (Volunteerism) throughout the Greater New Haven area for the campus community including building a network of community service providers for community service opportunities to the campus community.
- _____ **Student Social Networking Assistant** – Assists in identifying appropriate Social Networking Sites for the campus community and maintaining up to date information and correspondence with student body including areas such as New Student Orientation, Clubs, SGA, campus events, Intramural Athletics, etc. Must be highly responsible and have a firm knowledge of how to properly use various social networking sites such as Facebook, Twitter, Plaxo, etc.

Please forward a complete application to the Office of Student Activities and Leadership Programs along with your class schedule.
 You will be contacted for an interview if your qualifications and availability meet the needs of the office.
 Applications will remain on file for one academic year.
 Thank you for your interest in working in the Office of Student Activities and Leadership Programs.

For Office of Student Activities and Leadership Programs Purposes Only:	
Contacted: _____	Date Interviewed: _____
Works Study Verified: _____	Hired: _____
Contract Initiated: _____	Start Date: _____