



Career Services

## STUDENT EMPLOYMENT APPLICATION STUDENT WORK STUDY

Position Applying for: \_\_\_\_\_

Briefly explain why you wish to obtain this position: \_\_\_\_\_

Name: \_\_\_\_\_ Student Z#: \_\_\_\_\_  
Last First Middle Initial

Available Work Study (as posted on Vision) Yes ☐ No ☐ (If no, please contact Financial Aid.)

Federal Amount: \$ \_\_\_\_\_ OR Institutional Amount: \$ \_\_\_\_\_

Classification: ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior ☐ Grad

CPO or Local Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Work Experience: \_\_\_\_\_ Email: \_\_\_\_\_

Employer City, State Dates

Responsibilities

Employer City, State Dates

Responsibilities

**Have you read a listing of the “Essential Job Functions” of the position for which you have applied?** Yes ☐ No ☐

If your response is “No”, ask the interviewing supervisor or Career Services to review the job description with you before completing the following.

Are you able to safely perform the essential functions of this job as described, with or without any reasonable accommodations?

Yes ☐ No ☐

List courses, computer or personal skills that may qualify you for a particular position:

After employment can you verify your legal right to work? Yes ☐ No ☐

Approximate graduation date from ORU: \_\_\_\_\_

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

Current College GPA: \_\_\_\_\_ High School GPA: \_\_\_\_\_

All the above information is true and correct to the best of my knowledge as listed on this application, and I authorize its release to potential employers. I understand that employment will depend upon my work performance continuing to be of satisfactory standard.

Typed Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## STUDENT CLASS AND WORK SCHEDULE

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

CPO/Local Address: \_\_\_\_\_

Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Please indicate the times you are available to work as well as your class schedule. Failing to complete this sheet may result in a lost interview opportunity for a desired position.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:50					
8:50					
9:50					
10:50			CHAPEL		CHAPEL
11:50					
12:30					
1:30					
2:30					
3:30					
4:30					

*Please only fill out the following sections if evening/ weekend hours are requested in the job description or if you are applying for a position in the following areas:*

**Housing, Sodexho, AC or Admissions.**

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
5:00pm					
6:00pm					
7:00pm					
8:00pm					
9:00pm					
10:00pm					
11:00pm					

**Saturday Hours Available:**

8:00am	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm
8:00pm	9:00pm	10:00pm	11:00pm	12:00am	1:00am	2:00am	3:00am	4:00am	5:00am	6:00am	7:00am

**Sunday Hours Available:**

8:00am	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm
8:00pm	9:00pm	10:00pm	11:00pm	12:00am	1:00am	2:00am	3:00am	4:00am	5:00am	6:00am	7:00am

**HOUSING (ONLY) Preferred Hours:**

☐ 1st Shift (between 7 a.m.-3 p.m.)

☐ 2nd Shift (between 3 p.m.-7 p.m.)

☐ 3rd Shift (between 7 p.m.-11 p.m.)

☐ 4th Shift (between 11 p.m.-7 a.m.)

☐ Any Time