

## STUDENT EMPLOYMENT APPLICATION

Student Employment Office Lower Simmons 104  
 Phone: 423-614-8699 E-mail: hrintern2@leeuniversity.edu

FOR OFFICE USE ONLY
Date Forwarded:

INCOMPLETE, ILLEGIBLE, OR UNSIGNED APPLICATIONS WILL NOT BE ACCEPTED.  
 IT IS HIGHLY RECOMMENDED TO INCLUDE A RESUME WITH YOUR APPLICATION.

PERSONAL INFORMATION						
LAST NAME		FIRST NAME		M.I.	STUDENT ID # (NOT SSN)	
MAJOR(S) AND EXPECTED GRADUATION DATE				CAMPUS P.O. BOX		
STUDENT STATUS: <input type="checkbox"/> INCOMING FRESHMAN <input type="checkbox"/> FRESHMAN <input type="checkbox"/> SOPHOMORE <input type="checkbox"/> JUNIOR <input type="checkbox"/> SENIOR <input type="checkbox"/> TRANSFER <input type="checkbox"/> GRADUATE						
STREET ADDRESS					APARTMENT/UNIT #	
CITY			STATE		ZIP CODE	
PHONE NUMBER			EMAIL ADDRESS			
EMPLOYMENT INFORMATION						
ARE YOU A U.S. CITIZEN? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF NOT, WHAT TYPE OF VISA DO YOU HOLD?		TYPE OF EMPLOYMENT DESIRED: <input type="checkbox"/> FALL <input type="checkbox"/> SPRING <input type="checkbox"/> SUMMER <input type="checkbox"/> ALL SEMESTERS		
ARE YOU ELIGIBLE FOR FEDERAL WORK STUDY (FWSP)? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> DON'T KNOW				HOW MANY HOURS PER WEEK DO YOU WISH TO WORK?		
HAVE YOU WORKED ON CAMPUS BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF SO, PLEASE LIST DEPARTMENTS AND DATES:				
POSITION(S) FOR WHICH YOU ARE APPLYING:						
PLEASE INDICATE THE HOURS YOU ARE AVAILABLE TO WORK EACH DAY						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

PLEASE ALSO COMPLETE BACK SIDE

SPECIAL JOB SKILLS		
SKILL	PLEASE DESCRIBE	
<input type="checkbox"/> COMPUTING		
<input type="checkbox"/> LANGUAGES		
<input type="checkbox"/> OTHER		
WORK RELATED EXPERIENCE/VOLUNTEER WORK		
EMPLOYER NAME AND PHONE NUMBER	JOB TITLE AND RESPONSIBILITIES	DATES EMPLOYED
		FROM:
		TO:
		NUMBER OF HOURS WORKED PER WEEK:
EMPLOYER NAME AND PHONE NUMBER	JOB TITLE AND RESPONSIBILITIES	DATES EMPLOYED
		FROM:
		TO:
		NUMBER OF HOURS WORKED PER WEEK:
REFERENCES		
NAME AND RELATIONSHIP TO YOU	ADDRESS	TELEPHONE NUMBER
NAME AND RELATIONSHIP TO YOU	ADDRESS	TELEPHONE NUMBER

**PLEASE NOTE: The Student Employment Office will not be the one to contact you for hiring. It is strictly up to the supervisor. We are merely here to make your application available to the supervisor, as well as provide you with an updated list of on-campus positions. ALL APPLICATIONS ARE KEPT ON FILE FOR ONE YEAR.**

**Applicant Statement:** I certify that all information I have provided in order to apply for and secure work with the employer is true, complete, and correct. It is the policy of Lee University that no person shall be subject to discrimination on the basis of race, color, national origin, sex, age, or disability. If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specific period or definite duration. **I certify that I have read, fully understood, and accept all terms of the above Applicant Statement.**

PLEASE SIGN BELOW	
SIGNATURE	DATE

**\*Applications must be returned to the Student Employment Office. Applications cannot be submitted through the website at this time.\***

RETURN TO: STUDENT EMPLOYMENT OFFICE  
 LEE UNIVERSITY, 1120 NORTH OCOEE STREET, CLEVELAND, TN 37311  
 LOWER SIMMONS SUITE 104