



# ITS-CLIENT SERVICES



## APPLICATION FOR STUDENT EMPLOYMENT

**NOTE: Filling out an application is not immediate terms for being hired. Our office will contact you if we feel your credentials meet the minimum requirements of being a computer lab consultant.**

- Please attach two letters of recommendation from professors at UNCG.**
  - If you are a freshman, attach two letters of recommendation from your high school teachers.
  - If you are a first semester transfer student, attach two letters of recommendation from professors from your previous school or from previous employers.
- Please attach a Résumé.**
- If you are hired you will also be required to submit an I9 form.**
  - I9 forms may be obtained (after you are hired) from the Student Employment Office in EUC #1.
- Please return this application, letters of recommendation and résumé to the SuperLab.**
  - Office 176 Jackson Library

Please **PRINT** your answers to the following questions.

Position Applied For: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_  
 Enter the specific title and/or position number of the job for which you are applying.

Full Name: \_\_\_\_\_  
 Date of Birth: \_\_\_/\_\_\_/\_\_\_  
 UNCG Email Address: \_\_\_\_\_@\_\_\_\_\_

Full **Local** Address: \_\_\_\_\_ **Local** Phone Number (including area code):  
 ( ) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Full **Permanent** Address: \_\_\_\_\_ **Permanent** Phone Number (including area code):  
 ( ) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Citizenship:**    US       Resident       Non-Resident       Green Card

**Academic Major:** \_\_\_\_\_  
**Academic Minor:** \_\_\_\_\_  
**Current GPA:** \_\_\_\_\_

**Class Standing:**       FR       SO       JR       SR       GR  
 Other (specify): \_\_\_\_\_

Anticipated Graduation Date: \_\_\_\_\_ Month       \_\_\_\_\_ Year

How many hours per week are you able to work? \_\_\_\_\_  
 (Note: You must be able to work at least 10 hours per week)

## WORK HISTORY AND SKILLS:

**Please list previous employment, dates and duties performed:**  
**(NOTE: Please DO NOT write in "See Resume")**

**1.**

Current of Last Employer: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's Telephone Number: ( ) \_\_\_\_\_

May We Contact? Yes No

**Length of Employment:** From \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_

**Reason for Leaving:** \_\_\_\_\_

**Starting Pay** \$ \_\_\_\_\_ per hr. or yr.      **Ending or Current Pay:** \$ \_\_\_\_\_ per hr. or yr.

**Duties and Responsibilities:**

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**2.**

Other Employer: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's Telephone Number: ( ) \_\_\_\_\_

May We Contact? Yes No

**Length of Employment:** From \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_

**Reason for Leaving:** \_\_\_\_\_

**Starting Pay** \$ \_\_\_\_\_ per hr. or yr.      **Ending or Current Pay:** \$ \_\_\_\_\_ per hr. or yr.

**Duties and Responsibilities:**

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**3.**

Other Employer: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's Telephone Number: ( ) \_\_\_\_\_

May We Contact? Yes No

**Length of Employment:** From \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_

**Reason for Leaving:** \_\_\_\_\_

**Starting Pay** \$ \_\_\_\_\_ per hr. or yr.      **Ending or Current Pay:** \$ \_\_\_\_\_ per hr. or yr.

**Duties and Responsibilities:**

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**Please list any prior degrees you have received (BS, BA, AS, etc.)**

<b>School Name and Year Received</b>	<b>Degree</b>	<b>Major or Study</b>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

**Please list any courses you have taken that have required the use of computers. List the grade received or expected. If courses were taken at a school other than UNCG, please name school.**

<b>Course Name</b>	<b>Grade</b>	<b>School Name</b>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

**Please list and briefly describe any certifications, teaching or tutorial experiences you have had.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**Rate the following operating systems, applications, and programming languages according to your level of expertise, on a scale of 1 to 5. If you have never used any of the following please leave the field blank.**

**Novice**                  **Beginner**                  **Intermediate**                  **Advanced**                  **Expert**  
 1                                  2                                  3                                  4                                  5

**OPERATING SYSTEMS**

SYSTEM	LEVEL OF EXPERTISE
WINDOWS XP	
WINDOWS VISTA	
WINDOWS 7	
MACINTOSH	
LINUX	
UNIX	

NAME	LEVEL OF EXPERTISE
SPSS	
SAS	
MINITAB	
MAPLE	

**APPLICATIONS**

APPLICATION	LEVEL OF EXPERTISE
MS WORD (PC)	
MS EXCEL (PC)	
MS POWERPOINT (PC)	
MS ACCESS (PC)	
WORDPERFECT (PC)	
WORDPERFECT (MAC)	
MS WORD (MAC)	
MS EXCEL (MAC)	
MS POWERPOINT (MAC)	
DREAMWEAVER	
FTP	
UNCGenie	

**LANGUAGES**

LANGUAGE	LEVEL OF EXPERTISE
C or C++	
CGI OR JAVA	
HTML	
VISUAL STUDIO	
ACCESS	
NetBeans	

**OTHER (please list any others skills that are not on the list)**

NAME	LEVEL OF EXPERTISE
BLACKBOARD	
AUTOCAD	

**STATISTICS**

I certify that I have given true, accurate and complete information on this form to the best of my knowledge. In the event that confirmation is needed, I authorize my references and others to furnish whatever detail is available concerning my qualifications. I authorize investigation of all statements made in this application and understand that false information or documentation, or failure to disclose relevant information may be grounds for rejection of my application, disciplinary action or dismissal if I am employed and/or criminal action. I further understand that dismissal upon employment shall be mandatory if fraudulent disclosures are given to meet position qualifications.

Signature: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_