

**Career & Employment Services
Paraprofessional Staff Application**

Contact Information

| | |
|--|-----------------------------------|
| Name _____ | |
| Local Address | Permanent Address |
| City _____ | City _____ |
| Phone _____ | Phone _____ |
| Email _____ | |
| Major _____ | Anticipated Graduation Date _____ |
| Academic Standing (circle one): Fr So Jr Sr | Overall GPA _____ |
| Number of Hours Enrolled for upcoming semester _____ | |

Availability

Approximate number of hours per week you'd like to work
Time segments available for work (ie: 8-11:30/3-5)

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--------|---------|-----------|----------|--------|
| | | | | |

Will you be holding any other job during the upcoming academic year? Yes No
If yes, include the following:

| Employer | Number of hours/wk |
|----------|--------------------|
| | |
| | |

| | | |
|--|-----|----|
| When would you be able to begin employment? _____ | | |
| Are you currently receiving Work Study? | Yes | No |
| Do you expect to be eligible for Work Study in the next academic year? | Yes | No |

References

Provide three professional references and your relationship to them (i.e. professor, supervisor, etc)

| Name | Telephone Number |
|------|------------------|
| | |
| | |
| | |

Notice of Non-Discrimination

Kansas State University is committed to a policy of non-discrimination on the basis of race, sex, national origin, disability, religion, age, sexual orientation, or other non-merit reason, in admissions, educational programs or activities, and employment (including employment of disabled veterans and veterans of the Vietnam Era), all as required by applicable laws and regulations. Responsibility for coordination of compliance efforts and receipt of inquiries, including those concerning Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, has been delegated to, Clyde Howard, Director of Affirmative Action, Kansas State University, 214 Anderson Hall, Manhattan, KS 66506-0124 (785-532-6220).

Attributes

Please cite an experience where you were able to demonstrate the following (be thoughtful and specific):

| | |
|--------------------------|--|
| Initiative: | |
| Integrity: | |
| Customer Service: | |
| Multi-tasking: | |
| Teamwork: | |

Briefly state your interest in serving as a Career & Employment Services paraprofessional staff member.

Please list your five (5) key strengths that would help you excel in this position.

1. _____
2. _____
3. _____
4. _____
5. _____

Thank you for your interest in becoming a Paraprofessional at Career and Employment Services. We will review your application packet and contact you shortly.