

# K-STATE CENTER FOR CHILD DEVELOPMENT

## STUDENT AIDE APPLICATION

### PERSONAL INFORMATION

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

Address: \_\_\_\_\_

K-State Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Major: \_\_\_\_\_

Expected Graduation Date (MM/YYYY): \_\_\_\_\_

How many hours are you currently enrolled in? \_\_\_\_\_

Have you received your high school diploma or GED? Yes No

Are you certified in First-Aid? Yes No Are you certified in CPR? Yes No

Are you currently authorized to work in the United States? Yes No

### EMPLOYMENT INFORMATION

Have you worked for the K-State Center for Child Development before? Yes No

While working at the Center, will you have other part-time employment? Yes No

If so, will it be with another department on campus? Yes No

Number of hours/week you will work at the other department(s): Please \_\_\_\_\_

select the position(s) you are applying for:

Front Office Aide

Kitchen Aide

Classroom Aide

Please select which semester(s) you would like to work:

Fall

Spring

Summer

Earliest date you are available to start: \_\_\_\_\_

### AVAILABILITY

If applying for a **Front Office Aide** or **Kitchen Aide** position, please write your availability in the chart below. Front Office Aides are needed 7:00AM – 6:00PM, while Kitchen Aides are needed 7:15AM – 5:00PM.

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>

If applying for a **Classroom Aide** position, please select which shifts you will be available to work.

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
7:30 – 9:00	7:30 – 9:00	7:30 – 9:00	7:30 – 9:00	7:30 – 9:00
9:00 – 11:00	9:00 – 11:00	9:00 – 11:00	9:00 – 11:00	9:00 – 11:00
11:00 – 1:30	11:00 – 1:30	11:00 – 1:30	11:00 – 1:30	11:00 – 1:30
1:30 – 3:30	1:30 – 3:30	1:30 – 3:30	1:30 – 3:30	1:30 – 3:30
3:30 – 5:30	3:30 – 5:30	3:30 – 5:30	3:30 – 5:30	3:30 – 5:30

How many hours per week would you like to work? \_\_\_\_\_

### **PREVIOUS WORK EXPERIENCE**

Please list your work history, beginning with the most recent. Resumes will not be accepted in place of recording work history.

1. Employer: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Hours/Week: \_\_\_\_\_ Rate of Pay: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_
2. Employer: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Hours/Week: \_\_\_\_\_ Rate of Pay: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_
3. Employer: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Hours/Week: \_\_\_\_\_ Rate of Pay: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

I attest that the above information is complete, true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

#### **NOTICE OF NONDISCRIMINATION**

Kansas State University prohibits discrimination on the basis of race, color, ethnicity, national origin, sex (including sexual harassment and sexual violence), sexual orientation, gender identity, religion, age, ancestry, disability, genetic information, military status, or veteran status, in the university's programs and activities as required by applicable laws and regulations. The person designated with responsibility for coordination of compliance efforts and receipt of inquiries concerning the nondiscrimination policy is the university's Title IX Coordinator: the Director of the Office of Institutional Equity, equity@k-state.edu, 103 Edwards Hall, 1810 Kerr Drive, Kansas State University, Manhattan, Kansas 66506-4801. Telephone: 785-532-6220 | TTY or TRS: 711. The campus ADA Coordinator is the Director of Employee Relations and Engagement, who may be reached at charlott@k-state.edu or 103 Edwards Hall, 1810 Kerr Drive, Kansas State University, Manhattan, Kansas 66506-4801, 785-532-6277 and TTY or TRS 711.