

**KSU Division of Financial Services
Student Position Application**

Date: _____

919 Mid-Campus Drive, Anderson Hall:
 _____ Administration, Room 105
 _____ Cashiers & Student Accounts, Room 211

2323 Anderson Ave., Old Foundation Bldg.
 _____ General Accounting, Suite 500
 _____ Purchasing, Suite, 500
 _____ Fund Balancing, Suite 600
 _____ Sponsored Programs Accounting, Suite 600
 _____ Systems, Suite 600

Name _____ KSU WID# _____
 First Middle Last

Manhattan Address _____
 Street, Apt. No. City State Zip

Permanent Address _____
 Street, Apt. No. City State Zip

Home Phone No. _____ Cell Phone No. _____

eiD: _____ Other email: _____ Current Year at KSU: _____

College Work Study (CWSP) Funds: Have you applied for CWSP through Financial Aid? Yes No
 Awarded CWSP? Yes No If yes, amount awarded: _____

List the hours available between 8:00 a.m. - 5:00 p.m.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

Date Available to Start: _____ Are you available during summer school? Yes No
 How long do you wish to be employed? _____

List the High School, College, Business, or Vocational Schools you have attended.

<u>Name and Locations of Schools</u>	<u>Dates Attended</u>	<u>Graduation Date/Degree(s)</u>

Please list experience and skills in keyboarding, word processing, data entry, and/or software applications below. Include any office related courses.

Please complete page two with your work history.

Notice of Nondiscrimination:
 Kansas State University is committed to a policy of nondiscrimination on the basis of race, sex, national origin, handicap or other nonmerit reasons, in admissions, education programs or activities and employment, all as required by applicable laws and regulations. Responsibility for coordination of compliance efforts and receipts of inquiries, including those concerning Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, has been delegated to Jane D. Rowlett, Ph.D., Director, Office of Academic Services, 211 Anderson Hall, Kansas State University, Manhattan, KS 66506, (785) 532-4392.

STUDENT POSITION APPLICATION
Work History

List your last three positions/employers starting with the most recent.

Employer: _____ Title of Job: _____
Address: _____ Began: ___ / ___ / ___ Ended: ___ / ___ / ___
Type of Business: _____
Hours per week: _____ Reason for leaving: _____
Duties: _____

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Employer: _____ Title of Job: _____
Address: _____ Began: ___ / ___ / ___ Ended: ___ / ___ / ___
Type of Business: _____
Hours per week: _____ Reason for leaving: _____
Duties: _____

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Employer: _____ Title of Job: _____
Address: _____ Began: ___ / ___ / ___ Ended: ___ / ___ / ___
Type of Business: _____
Hours per week: _____ Reason for leaving: _____
Duties: _____

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May we contact your present or previous employer(s) regarding your qualifications? ___ Yes ___ No

REFERENCES (List three persons whom we may contact regarding your past work performance):

<u>Name</u>	<u>Address</u>	<u>City</u>	<u>State</u>	<u>Phone</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

To the best of my knowledge, all answers to the foregoing are true and correct. I hereby grant permission to Kansas State University to contact each of my former employers listed above concerning my qualifications for employment. I grant permission is also granted to each of my former employers to give Kansas State University information they may have with respect to my work experience with them.

Signature

Date