

ALLEGHENY COLLEGE STUDENT JOB APPLICATION

Name _____ Date _____
Home Address _____
Campus Box # _____ Home Phone _____ Cell Phone _____
Email Address _____ Class Year: _____ Fr. _____ So.
Allegheny ID# _____ (in fall) _____ Jr. _____ Sr.

SKILLS AND QUALIFICATIONS--Please check any skills and/or training you have:

Academic/Writing/Research Experience:

_____ academic research _____ tutoring _____ foreign language: _____
_____ news writing _____ proofreading _____ background research
_____ teaching assistant: List area or department: _____

Athletic/Security Experience:

_____ statistician _____ certified lifeguard _____ CPR training
_____ athletic trainer _____ monitor _____ valid driver's license

Audio-Visual Experience:

_____ audio equipment _____ video equipment _____ graphics/display
_____ photography _____ equipment repair/maintenance

Computer Experience:

_____ computer repair
_____ data entry _____ database(s): _____
_____ word processing: _____
_____ spreadsheet: _____
_____ programming languages: _____

Maintenance/Manual Experience:

_____ physical labor _____ painting _____ grounds care
_____ costume/sewing _____ set construction (theater) _____ other: _____

Food Service/ Retail Experience

_____ waiting tables _____ dishwashing _____ bookkeeping
_____ running cash register _____ experience handling money _____ catering
_____ cooking _____ inventory

General Office Experience:

_____ telephone protocol _____ typing 40+ wpm _____ filing
_____ copy machine _____ scheduling _____ other: _____

Library Experience:

_____ shelving _____ mending/binding _____ book processing
_____ Dewey Decimal System _____ data base searching

PERSONAL CHARACTERISTICS:

- | | |
|--|--|
| <input type="checkbox"/> dependable | <input type="checkbox"/> assertive |
| <input type="checkbox"/> outgoing | <input type="checkbox"/> highly motivated |
| <input type="checkbox"/> punctual | <input type="checkbox"/> creative |
| <input type="checkbox"/> work well under pressure | <input type="checkbox"/> able maintain confidentiality |
| <input type="checkbox"/> enjoy working with people | <input type="checkbox"/> enjoy working with children |
| <input type="checkbox"/> enjoy working with elderly | <input type="checkbox"/> enjoy working independently |
| <input type="checkbox"/> strong verbal communication | <input type="checkbox"/> willing to work mornings |
| <input type="checkbox"/> willing to work evenings | <input type="checkbox"/> willing to work weekends |
| <input type="checkbox"/> willing to work off-campus | <input type="checkbox"/> have traveled abroad |

Academic Field of Interest: _____

High School Attended: _____

Additional Comments: _____

PREVIOUS WORK OR VOLUNTEER EXPERIENCE:

1. Company Name: _____
 Address: _____
 Length of Employment: _____
 Job duties: _____

2. Company Name: _____
 Address: _____
 Length of Employment: _____
 Job duties: _____

3. Other experience: _____

FRESHMAN / TRANSFER USE ONLY

List 5 job preferences from the Student Jobs Database (**Only students with a Federal Work Study award can apply for both on- and off-campus positions, students with a Campus Employment award can only apply for on-campus positions, no off-campus positions**). If the Financial Aid Office receives your application by August 10th, your application will be forwarded to the Departments listed below; otherwise *you* will need to take your application to the *supervisors*. You must follow up with the supervisors to pursue an interview; you will not be assigned a position:

Department	Position
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

Please keep a copy of your application for reference.

