



# CURRY COLLEGE

## Student Employment Application

Students interested in any type of on-campus work are to submit a completed and signed application along with your resume (if available) to the hiring manager. **Please sign application in ink. Electronically completed applications must be printed out and signed in ink.** Curry College considers all applications without regard to race, color, religion, creed, national origin, sex, disability, sexual orientation, or any other legally protected status. Curry College is committed to a policy of equal opportunity in every aspect of its operations. The College values diversity and seeks talented students from a variety of backgrounds.

**SECTION 1: APPLICANT INFORMATION**      **Work-Study**       **Non-Work Study**       **TODAY'S DATE**

**Student's Name** \_\_\_\_\_ **Student ID#** \_\_\_\_\_  
 (Last) (First) (M)

**Curry Phone #** ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ **Cell Phone #** ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ **Curry PO Box #** \_\_\_\_\_

**Curry Email** \_\_\_\_\_ **Alternate Email (optional)** \_\_\_\_\_

**Are you a Current Curry College Student?** Yes  No  *If yes, select one:* Undergrad  Grad Student  CE   
 (Carrying a minimum 12-credits currently)

**Student's Academic Year:** \_\_\_\_\_ **Year of Graduation** \_\_\_\_\_ **Major Field of Study:** \_\_\_\_\_

**Please indicate, if you are a:** Commuter  Resident  **Date Available to Start Work:** \_\_\_\_\_

**Hours/Days Available to Work:** \_\_\_\_\_

**Please indicate your interests, hobbies, clubs, sports, etc.:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Work Experience

Please list most chronological starting with current or most recent position first. Provide Month and Year for dates (MM/YY).

Curry Jobs Position Title	Curry Department	Returning to this Position for this Semester/Academic Year?	Supervisor's Name	Reason For Leaving	Start Date	End Date
		Yes <input type="checkbox"/> No <input type="checkbox"/>				
		Yes <input type="checkbox"/> No <input type="checkbox"/>				
		Yes <input type="checkbox"/> No <input type="checkbox"/>				
Other Jobs Position Title	Company Name	Location (City, State)	Supervisor's Name	Reason For Leaving	Start Date	End Date

### Professional Reference Contacts

Please include former supervisors, professors/teachers, scout leaders etc. Family members and friends are not accepted references.

1. Name \_\_\_\_\_ Company \_\_\_\_\_  
 Role/Job Title \_\_\_\_\_  
 Email \_\_\_\_\_ Phone # ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

2. Name \_\_\_\_\_ Company \_\_\_\_\_  
 Role/Job Title \_\_\_\_\_  
 Email \_\_\_\_\_ Phone # ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

### SECTION 2: Position of Interest

One job per application please. Work-study guidelines allow students to hold one (1) work -study position at any given time.

Are you currently working at Curry College on-campus Yes  No   
 If yes, please select one: I want to replace current position  This job will be in addition to a current position

Position applying for: Posted Job Title \_\_\_\_\_ Department \_\_\_\_\_ Posted Job # \_\_\_\_\_

Why is this position of interest to you?

My signature acknowledges that the information provided on this employment application and provided on any additional application material submitted with this application, such as a resume and cover letter, is true and accurate. I understand that employment at Curry College is "at-will" and contingent upon my remaining in good academic standing while maintaining a minimum of 12 credits.

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***For consideration, submit this application (either hard copy or email) to the hiring manager for above listed job.***

### SECTION 3: For Supervisor Use Only.

Please indicate outcome of this candidate's application as follows, and return to the Office of Human Resources.

Scheduled for Interview? Yes  No  Date Interviewed: \_\_\_\_\_ Check if Student was a no show/no call   
 Hired? Yes\*  No  If not hired please check reason(s):

***\*If hired, complete and attach the Student Personnel Action Form (PAF).***

Additional Comments:

- Did not return call/email
- Attire
- Level of Professionalism
- Communication skills
- Written skills
- Leadership ability
- Schedule conflict
- Positions filled prior to receiving application
- On wait-list
- Other (specify): \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Supervisor's Name

Supervisor's Signature

Date