

**Missouri State University
Plaster Student Union
Student Employee Application**

The Plaster Student Union builds community on the Missouri State University campus and provides opportunities for student growth and development.

Please type or print neatly. Completed applications may be turned in to the PSU Information Desk.

Please **number** the Position(s) you are interested in (**#1= most interested, #2 next, etc.**):

Office Assistants

- PSU Administration
- Campus Recreation
- Conference Services
- Student Engagement

Area Specialists

- A/V Technician
- Event Set Up (House Crew)
- Games Center
- Graphic Artist
- Information Desk

Area Specialists (continued)

- Outdoor Adventures Trip Guide
- Web Designer
- (IM sports officials / Group Fitness Instructors – fill out an application in Campus Recreation!)

Personal Information

Name: _____ Student ID# _____

Address: _____

Phone: (Cell) _____ (Other) _____ E-mail: _____@missouristate.edu

Cumulative GPA _____ Credit Hours Completed _____ Anticipated Graduation Date: _____

What is your Major? _____ Minor? _____

Are you eligible for the work study program through Financial Aid? (Circle) Yes No Not Sure

How many hours per week would you anticipate working in this position? _____
(Student Employment maximum hours = 20 per week.)

How did you find out about this position? (Circle)

Student Employment Office Poster Advertisement Current PSU Employee (name: _____)

References

Please list two references. These people may be former professors, past employers, etc.

<u>Name</u>	<u>Title</u>	<u>Phone</u>
_____	_____	_____
_____	_____	_____

Work Experience

Please list your work experience to date **beginning with your most recent position**. Include your title and a brief description of your responsibilities. You may attach a separate sheet of paper or a current resume if you would like.

Dates: _____ to _____ **Employer:** _____

Title/Description: _____

Dates: _____ to _____ **Employer:** _____

Title/Description: _____

Dates: _____ to _____ **Employer:** _____

Title/Description: _____

Skills

Circle all special skills and/or experience you have:

Computer Phones Filing Manual Labor/Lifting Bowling Lanes

Money Handling Theater Lighting Basic Sound Large Sound Board Web Design

Graphic Arts Outdoors/Sports _____

Other _____

Availability

The Student Union is usually open 7 days per week and from 7am until 11pm.

What time period do you prefer to work? (Circle one)

Morning

Daytime

Evening

No Preference

Would you be available to work in the PSU during University breaks? (Circle one)

(**Note:** the PSU needs fewer student employees during breaks – lack of availability during breaks will not generally disqualify you for employment)

Always

Sometimes

Never

Are you available to work in the PSU during the summer? (Circle One) Yes No

About You

1. I want to work at Plaster Student Union because...
2. My strengths are...
3. Something I hope to learn by working in the PSU is...
4. If I saw a coworker breaking a rule, I would...

Signature

I have read the job description(s) and I understand the responsibilities of the position(s) for which I have applied. If hired, I intend to serve the entire work period. I know that although my preferences will be taken seriously, I may be scheduled to work any time I am needed, including evenings and weekends. The information I have provided is correct and complete to the best of my knowledge. I understand that falsification of information will prohibit consideration of my application and/or is grounds for immediate dismissal. I am assured that the information I have provided on this form is confidential.

Applicant's Signature

Date

Missouri State University is a community of people with respect for diversity. The University emphasizes the dignity and equality common to all persons and adheres to a strict nondiscrimination policy regarding the treatment of individual faculty, staff, and students. In accord with federal law and applicable Missouri statutes, the University does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, disability, or veteran status in employment or in any program or activity offered or sponsored by the University. In addition, the University does not discriminate on any basis (including, but not limited to, political affiliation and sexual orientation) not related to the applicable educational requirements for students or the applicable job requirements for employees.

******Please complete the Class Schedule on the back of this sheet!!!! ******

Class Schedule (Semester) _____

How many credit hours will you be enrolled in this semester? _____

In this grid, please **write “class”** in the time slots you have class. Please **write “other”** in the time slots you will be consistently unavailable to work due to other commitments. Please remember to include in “other” any extracurricular activities you are involved in or any other commitments that may affect your schedule. For example: music/band rehearsals, RA training & required hours, athletic team practices, organization weekly meetings, religious services, etc.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8-9am							
9-10am							
10-11am							
11-Noon							
Noon-1							
1-2pm							
2-3pm							
3-4pm							
4-5pm							
5-6pm							
6-7pm							
7-8pm							
8-9pm							
9-10pm							
10-11pm							

Other commitments:

Are there other time commitments that you are aware of, but you do not yet know when they will take place? For example: music/theatre performances, arranged class, internship, practicum class.

Please note them here: _____
