

ASSOCIATED STUDENTS' STUDENT EMPLOYMENT APPLICATION

Name _____ Date _____
Local Address _____ Phone # (____) _____
E-Mail Address _____
Permanent Address _____ Phone # (____) _____
Date Of Birth _____ Perm # _____
Class Standing: _____ Major (optional) _____
US Citizen? Yes No If No, Country of Citizenship _____
Do You Have Work-Study? Yes No Allocated Amount _____

OFFICE EXPERIENCE

Do You Type? Yes No Typing Speed (WPM) _____
Computer Experience? Mac IBM Software Used _____
Other Relevant Experience? _____

PREVIOUS EMPLOYMENT

1) Name Of Employer _____ Supervisor _____
Address _____ Phone # (____) _____
Title _____ Employment Dates: From _____ To _____
Job Description _____
2) Name Of Employer _____ Supervisor _____
Address _____ Phone # (____) _____
Title _____ Employment Dates: From _____ To _____
Job Description _____
3) Have You Worked On Campus? Yes No Year Worked _____
Campus Dept _____ Supervisor _____ Ext # _____

I certify that the above information is true to the best of my knowledge:

Student's Signature _____ Date _____

REFERENCE INFORMATION

(Name Of Person NOT Related Or Living With You)

Reference Name _____ Phone # (____) _____

... OFFICE USE ONLY ...

School Quarter Verified: Fall Winter Spring Summer Verified By (initials) _____
Organization _____ A.S. Supervisor Name (print) _____
Job Title _____ Rate Of Pay _____
Maximum Weekly Hours: ≤10 ≤12 ≤15 ≤18 (Not To Exceed: 77 hrs / month)
Supervisor's Signature _____ Date _____
Executive Director _____ Date _____

JOB PREFERENCE

(Please Check At Least One & Complete Both Sides Of The Application)

A.S. Department, Job Title, Brief Description & Qualifications **A.S. ADMINISTRATION**

- Assistants: Computer data entry, filing, customer service, scheduling appointments, general office duties, and computer experience required (preferably Macintosh).

A.S. BIKE SHOP

- Clerks: Shop experience preferred.
- Mechanics: Repair all types of bikes, prior shop experience preferred.

A.S. CASHIERS & TICKET OFFICE

- Cashiers/Ticket Sellers: Customer service, check-cashing, and preparation of deposits. Selling tickets at on and off campus events.

A.S. COMMUNITY AFFAIRS BOARD

- Assistants: Customer service, computer data entry, filing, general office duties, and computer experience required (preferably Macintosh).

A.S. MAIN OFFICE

- Receptionists: General office duties, customer service, and word processing on the Macintosh.

A.S. NOTETAKING & PUBLICATIONS

- Operators: Operate large copy machines.

A.S. PROGRAM BOARD

- Receptionists: Customer Service, photocopying, Macintosh computer experience.
- Event Assistants: Assisting with sound, ushering and security

KCSB / KJUC

- Student Managers: Several positions related to radio and radio management are available. Please call 893-3757 for more specific information.

A.S. RECYCLING

- Route Rider: Collect campus recyclables.
- Outreach Coordinator: Promote recycling awareness on and off campus.
- Program Coordinator: Maintain and expand A.S. Recycling Program.

A.S. ISLA VISTA TENANTS UNION

- Office Manager: General office duties, case management, customer service, computer experience. Bilingual preferred.
- Program Coordinator: Maintain and expand A.S. Recycling Program.