

Southeastern Louisiana University

Office of Student Publications

APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For _____		Date of Application : _____
How Did You Learn About Us?	Employee Referral	Web Page
Advertisement _____	Walk-In _____	Other _____
List Publication _____		Explain _____

Last Name	First Name	Middle Name	Other Names Ever Used
Address	Number	Street	Apt. City State Zip Code
Telephone Number(s)	Home () _____ - _____	Work () _____ - _____	Cell () _____ - _____
		W # _____	Email Address _____

Best time to contact you at home is:	_____ : _____	AM PM
If you are under 18 years of age, can you provide required proof of your eligibility to work?	Yes	No
Have you ever filed an application with us before?	Yes	No
If yes, give date _____		
Have you ever been employed with us before?	Yes	No
If yes, give date _____		
Do any of your friends or relatives, other than spouse, work here?	Yes	No
If Yes, state name, relationship and location _____		
Are you currently employed on campus? If so where _____	Yes	No
May we contact your present employer?	Yes	No
Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?	Yes	No
<i>Proof of citizenship or immigration status will be required upon employment.</i>		
Can you travel if a job requires it?	Yes	No
Date available for work _____ / _____ / _____		
First semester at SLU (ex. Fall 2008) _____		
Expected graduation date: _____		
Current classification (Freshman, Sophomore, Junior, Senior or Grad school) _____		
Intended major of study: _____		
WE ARE AN EQUAL OPPORTUNITY EMPLOYER		

Describe any specialized training and skills

Describe extra-curricular activities and organizations that you are involved with

ADDITIONAL INFORMATION

Other Qualifications *Summarize special job-related skills and qualifications acquired from employment or other experience.*

SPECIALIZED SKILLS (Skills/Equipment Operated)

Mainframe Spreadsheet Photoshop Other (list)
 PC/MAC Word Processing InDesign
 Publishing Quark Xpress

State any additional information you feel may be helpful to us in considering your application.
Detail your experience with writing, photography, and layout/computer-aided design. (Include high school and college course work or previous publication experience that may apply):

PERSONAL/PROFESSIONAL REFERENCES

Do not include family members or past supervisors.

Name	Phone Number	Best Time to Call	Occupation
1.			
2.			
3.			

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an *"at will"* nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this *"at will"* employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by the President of this University and subject to Board approval.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the University and the University of Louisiana System.

Signature _____

Date _____