

# Student Computing Employment Application

## PERSONAL INFORMATION

Provide a printed or typed response to each of the following:

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

LOCAL PHONE #: \_\_\_\_\_ BEST TIME TO CALL: \_\_\_\_\_

LOCAL ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

MAJOR: \_\_\_\_\_ GRADUATION DATE: \_\_\_\_\_

NUMBER OF HOURS PER WEEK YOU PREFER TO WORK (20 hrs. max.) \_\_\_\_\_

ARE YOU CURRENTLY ON WORK STUDY?     No     Yes

PERMANENT ADDRESS: \_\_\_\_\_

IN CASE OF AN EMERGENCY NOTIFY: \_\_\_\_\_ PHONE #: \_\_\_\_\_

## PREVIOUS GENERAL WORK EXPERIENCE

Please note other types of work experience:

Company/Employer: \_\_\_\_\_ From/To: \_\_\_\_\_

Position/Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Duties Performed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Company/Employer: \_\_\_\_\_ From/To: \_\_\_\_\_

Position/Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Duties Performed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FOR OFFICE USE ONLY	
Received: _____	T: _____
Interview: _____	C: _____
Emp: _____	W: _____

## LAB ASSISTANT EMPLOYMENT QUESTIONNAIRE

1. Please rate your knowledge level in the areas below according to the following scale:

- 5 = very proficient
- 4 = good working knowledge
- 3 = reasonable familiarity, but don't use it much
- 2 = know a little, but not much
- 1 = no exposure

MS Word .....	5	4	3	2	1	Windows 98/ME .....	5	4	3	2	1
MS Excel .....	5	4	3	2	1	Windows 2000/XP ....	5	4	3	2	1
MS PowerPoint.....	5	4	3	2	1	Mac OS 9 .....	5	4	3	2	1
Dreamweaver .....	5	4	3	2	1	Mac OS X.....	5	4	3	2	1
Database software.....	5	4	3	2	1	UNIX .....	5	4	3	2	1
Graphics software.....	5	4	3	2	1	FTP/SFTP/SCP.....	5	4	3	2	1
Disk repair utilities .....	5	4	3	2	1	Networks.....	5	4	3	2	1
Browsers .....	5	4	3	2	1	PC hardware .....	5	4	3	2	1
Telnet/SSH .....	5	4	3	2	1	Mac hardware .....	5	4	3	2	1
HTML .....	5	4	3	2	1	Modems .....	5	4	3	2	1

2. Do you own a computer?       No       Yes →  PC or  Mac?

3. If you answered yes to #2 above, do you connect to campus using your computer?  
 No       Yes →  Modem    DSL    Cable modem    ResNet

4. Please write a paragraph below describing what you enjoy most about using computers, your technical experience relating to computers and your customer service experience.

## **MINIMUM UNIT REQUIREMENTS – ALL STUDENTS**

In order to qualify for student employment at Student Computing, we require that each applicant maintain a specified number of units for the duration of their employment.

Undergraduates are required to carry a minimum of 12.0 units for employment as a Student Assistant or for employment as a Work Study employee. Graduate students are required to carry 3.0 units of 200 course level or above for employment as a Student Assistant; 6.0 units of 200 course level or above for employment as a Work Study employee.

I certify that I am carrying sufficient units for employment and that I will immediately notify my Student Computing supervisor if I drop below the minimum requirements.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **WORK STUDY STUDENTS' REQUIREMENTS – WORK STUDY STUDENTS**

A student who applies and qualifies for financial assistance, receives from Financial Aid an annual maximum Work Study allocation. Those funds are used by Student Computing to pay you as a Work Study student. Student Computing assumes the entire allocation as a condition of your employment. Any reduction to that allocation made voluntarily by you, for any reason, may jeopardize your employment with Student Computing.

I understand that Student Computing will assume my entire annual Work Study Allocation and that any voluntary reduction against that allocation made by me to acquire a loan or other form of financial aid may lead to termination of my employment with Student Computing. I agree to consult with my Student Computing supervisor prior to making a reduction.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# STUDENT WORK SCHEDULE

Name: \_\_\_\_\_

Semester: \_\_\_\_\_

	SUN	MON	TUE	WED	THU	FRI	SAT
7:00 AM							
7:30 AM							
8:00 AM							
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Unavailable: XXXXXXXX    Preferred: P P P P P P P P