Northwestern State University
A member of the University of Louisiana System

NORTHWESTERN STATE UNIVERSITY STUDENT EMPLOYMENT APPLICATION

INSTRUCTIONS:

1. Completely fill out application in ink.
2. Return application to the **Office of Student Employment, 212 Student Services Center. / Fax # 318-357-5488**

PERSONAL INFORMATION: Fill out completely. Do not use your temporary university address.

SOCIAL SECURITY NUMBER: _____ — _____ — _____

NAME: _____
Last Name First Name Middle

E-MAIL ADDRESS: _____ LOCAL PHONE NUMBER: _____

Are you at least 18 years of age? ☐ Yes ☐ No

PERMANENT MAILING ADDRESS (Street or P.O. Box No.) City State Zip

CHECK MAILING ADDRESS (If different from permanent address) City State Zip

MAJOR: _____

IN WHAT SEMESTERS WOULD YOU LIKE TO WORK? Check all that apply: ☐ Fall 20___ ☐ Spring 20___ ☐ Summer 20 ___

DO YOU HAVE RELIABLE TRANSPORTATION? ☐ Yes ☐ No

HAVE YOU WORKED ON CAMPUS BEFORE? ☐ Yes – If yes, where? _____ ☐ No

CAN YOU WORK NIGHTS AND WEEKENDS? ☐ Yes ☐ No

SKILLS ASSESSMENT/WORK HISTORY: Check all that apply. DO NOT check a skill if it does not apply to you!

☐ Typing/Data Entry	☐ Bookkeeping	☐ Tutoring
☐ Filing	☐ Customer Services	☐ Bulk Mailing
☐ Answering Phones	☐ Spreadsheets	☐ Computer Repairs
☐ Delivery	☐ Stocking Supplies	☐ Computer Programming
☐ Child Care	☐ Inventory	
☐ Web Design	☐ Carpentry	

PLACEMENT: List three areas you would like to work.

_____ _____ _____

WHICH CAMPUS WILL YOU BE ATTENDING? ☐ Natchitoches ☐ Alexandria ☐ Shreveport ☐ Leesville

It has been, and will continue to be, the policy of Northwestern State University to be an equal opportunity employer. All employment decisions are based on job related standards and must comply with the principles of equal employment opportunity. In keeping with this policy, the University will continue to recruit, hire, train, and promote into all job levels the most qualified persons without regard to race, color, gender, religion, sexual orientation, national origin, disability, genetic information, age, veteran status, or retirement status. All personnel actions, such as compensation, benefits, transfers, layoffs, training, and education are administered without regard to race, color, gender, religion, sexual orientation, national origin, disability, genetic information, age, veteran status, or retirement status. The University is committed to equal opportunity for student success by providing access to educational programs, tuition assistance, and social and recreational activities for all students without regard to race, color, gender, religion, sexual orientation, national origin, disability, genetic information, age, veteran status, or retirement status. Additionally, the University provides equal access to the Boy Scouts of America and other designated youth groups. Complaints or inquiries related to Title IX should be directed to the Director of Title IX Compliance & Title IX Coordinator, Julie Powell (318-357-5570), Room 306 of the Friedman Student Union or email obannonj@nsula.edu. In accordance with Section 35.106 of the Americans with Disabilities Act (ADA), all participants, applicants, organizations, and interested individuals are advised and notified that the ADA Coordinator for Northwestern State University for facilities is the Director of University Affairs, Jennifer Kelly (318-357-4300), located in 128 Caspari Hall or email andersonje@nsula.edu. For student academic services, contact the Director of Access and Disability Support, Crissey Smith, (318-357-5460) located in Room 108-C Watson Memorial Library or email at smithcr@nsula.edu. For faculty/staff accommodations and services, contact Executive Director of Institutional Effectiveness and Human Resources, Veronica M. Biscoe (318-357-6359), Room 111 Caspari Hall or email ramirezv@nsula.edu.

Signature **Date**

FOR OFFICE USE ONLY
Department Assignment: _____ Regular Employment: _____ FWS: _____