



Employment Application

IT&S Help Desk Worker

Admin Use Only

Application	Interview
Job Offered	Job Accepted

Last Name:		First Name:	
Home Mailing Address:			
City:		State:	Zip:
Local Address/Campus Box Number:			
City:		State:	Zip:
Phone Number (or extension):		G Number	

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever been employed with us before? Yes No If yes, what dates? _____

Are you currently employed? Yes No May we contact your present employer? Yes No

Are you a work study student? Yes No If so, what kind? Federal Institutional

Relevant Classwork or Certifications

Please list in the spaces provided all relevant classes or certifications.

Class or Certification Title:		Date:
Description:		
Class or Certification Title:		Date:
Description:		
Class or Certification Title:		Date:
Description:		

If you need more space, please use the back of this application

Relevant Work History

Please enter in the spaces provided any and all relevant job experience.

Job Title:		Dates:
Company:	City, State:	
Supervisor:	Supervisor's Phone Number:	
Description:		
Reason for leaving:	May we contact this company?	
Job Title:		Dates:
Company:	City, State:	
Supervisor:	Supervisor's Phone Number:	
Description:		
Reason for leaving:	May we contact this company?	
Job Title:		Dates:
Company:	City, State:	
Supervisor:	Supervisor's Phone Number:	
Description:		
Reason for leaving:	May we contact this company?	

Relevant Skills

Please list all relevant skills that you have related to computers and/or networks. This includes, but is not limited to, your proficiency with Operating Systems, Software, etc. Also include your level of proficiency with each item (i.e. I've written a paper in Word versus I have advanced knowledge of Word). DO NOT list courses, certifications, or jobs that you have had in this area.

References

Please list in the spaces provided up to three references that IT&S may contact.

Name:	Phone Number:
Relation to person (i.e. supervisor, professor, etc.):	
Name:	Phone Number:
Relation to person (i.e. supervisor, professor, etc.):	
Name:	Phone Number:
Relation to person (i.e. supervisor, professor, etc.):	

Signature

I certify that all information given on this application is accurate.
