



Facilities Management Student Application Form

(Special accommodations are available, if you require any auxiliary aids, services, or other accommodations to apply for employment at Michigan Technological University, please notify the Human Resources Office.)

Date: _____

Student M# _____ Name: (last, first, middle) _____

Address: _____ Telephone: _____ Email: _____

Major: _____ Class: Fr So Jr Sr Grad Current GPA: _____ Are you currently enrolled in school: Yes No

What semesters are you available to work? _____ When are you willing to work? Day Evening

When will you be available to start work? _____

Do you have any impairments (physical, mental, or medical) that would interfere with your ability to do the job for which you have applied? Yes No
If yes, please explain: _____

Have you ever been suspended or fired from any position? Yes No If yes, please explain: _____

Are you presently under arrest for a felony? Yes No If yes, please explain: _____

Have you ever been convicted of a crime? Yes No If yes, please explain: _____

Are you a citizen of the U.S.? Yes No Do you have the legal right to work in the U.S.? Yes No Are you under 18 years of age? Yes No

Place a check in the box if you have work experience in that specific skill. You may elaborate further in the line provided.

Clerical/Secretarial

Sales Clerk: _____
Typing: _____
Receptionist: _____
Filing: _____
Data Entry: _____

Computer

Personal Computer: _____
Mainframe Computer: _____
Word Processing: _____
Spreadsheets: _____
Database Systems: _____

Food Services

Wait Tables: _____
Bartend: _____
Food Prep: _____
Clean Up: _____

Maintenance

Custodial: _____
Mechanical: _____

Academics

Tutoring: _____
Grading: _____
Lab Assistant: _____

Communication

Public Speaking: _____
Writing: _____
Technical Writing: _____

Other _____

| Education: | Institution | Major | Degree | Average Grade |
|---------------|-------------|-------|--------|---------------|
| High School: | _____ | _____ | _____ | _____ |
| Trade School: | _____ | _____ | _____ | _____ |
| College: | _____ | _____ | _____ | _____ |
| Other: | _____ | _____ | _____ | _____ |

Employment History: (list most recent first) You may attach a resume

Have you ever been employed at Michigan Tech before? Yes No If yes, list names of departments, supervisor, and duties:

Employer: _____ Address: _____ Date Hired: _____ Date Left: _____

Telephone Number: _____ Position Title: _____ Reason For Leaving: _____

Specify Work Performed: _____ Name of Supervisor: _____

Employer: _____ Address: _____ Date Hired: _____ Date Left: _____

Telephone Number: _____ Position Title: _____ Reason For Leaving: _____

Specify Work Performed: _____ Name of Supervisor: _____

If we are considering you for a position, may we contact your current/former employer(s)? Yes No

| References: | Name | Occupation | Address/Telephone Number |
|-------------|-------|------------|--------------------------|
| 1. | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ |

I certify that information given in this application and related documentation is true and complete without qualification. I understand that Michigan Technological University (MTU) may investigate my work and personal history and verify all data given on this application, on related papers and in interviews. I authorize all individuals and employers named, except as specifically limited on this application, to provide any and all lawful information concerning my previous employment and any other information requested about me, and I release them from liability for damages in providing this information. I understand and acknowledge that any misrepresentation or omission of facts by me can result in immediate discharge regardless of when discovered by MTU. I also understand and acknowledge that, if hired, MTU will determine my employment and compensation. The employment relationship will remain terminable at will, that is, my employment can be terminated with or without cause and with or without notice, at any time by MTU, unless I sign an agreement to arbitrate a contract claim relating to termination of employment. In the event I am eligible to sign an agreement to arbitrate as stated in the University Employment Policy for Professional Staff and do so, I then will be treated as a satisfaction employee following completion of a probation period. I further understand and agree that these employment terms can only be modified by the President in writing, provided that the writing specifically acknowledges that it is a modification of these terms and is signed by the President.

(Under the Michigan handicappers' Civil Rights Act, any handicapper who needs an accommodation must notify the employer in writing of the need for accommodation within 182 days after the date the handicapper knew, or reasonably should have known, that an accommodation was needed. However, this does not waive an individual's rights under the Americans with Disabilities Act of 1990, as amended, which imposed no time period.)

Michigan Technological University is an equal opportunity educational institution/Affirmative Action/Equal opportunity employer.

Signature: _____ Date: _____