

# CVM Veterinary Health Center and Clinical Sciences Student Employment Application

Please return completed applications to:

HR personnel at: [cshr@vet.k-state.edu](mailto:cshr@vet.k-state.edu)

The completion of an application does not guarantee employment.

To be eligible for a student worker employee you must be enrolled in at least 6 credit hours.

Please check the type of employment you are seeking:

\_\_\_\_\_ **College Work-Study\***

\_\_\_\_\_(Must have received award from Financial Aid)

\_\_\_\_\_ **Regular Wage**

**Amount of Work-Study Award \$** \_\_\_\_\_

**Amount per semester** \_\_\_\_\_

\_\_\_\_ Fall \_\_\_\_ Spring \_\_\_\_ Summer

Date/Year when leaving K-State: \_\_\_\_\_

**Position Applying for:** \_\_\_\_\_

**Today's Date:** \_\_\_\_\_

NAME: \_\_\_\_\_  
Last First

EID \_\_\_\_\_ WildCat ID # \_\_\_\_\_

CITIZEN \_\_\_\_\_ RESIDENT \_\_\_\_\_ VISA \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

CONTACT PHONE: \_\_\_\_\_

SECOND PHONE: \_\_\_\_\_

LOCAL ADDRESS: \_\_\_\_\_  
City, State, Zip Code

MAJOR: \_\_\_\_\_ FR. \_\_\_\_ SO. \_\_\_\_ JR. \_\_\_\_ SR. \_\_\_\_  
OTHER \_\_\_\_\_

Qualifications/Skills: ( ) Cash Handling ( ) 10 Key ( ) Fax Machine ( ) Customer Service  
( ) Typing ( ) Copier ( ) PC or Macintosh ( ) Multi-Line  
Phone ( ) Other: \_\_\_\_\_

Software Skills : ( ) Word ( ) Excel ( ) Access ( ) Outlook ( ) Publisher ( ) Illustrator ( ) InDesign  
( ) Photoshop ( ) Other: \_\_\_\_\_

## EDUCATION

	Name of School	Address	Graduate Y/N	Degree
High School				
Previous College				

**AVAILABILITY (Schedule)**

Are you available to work the hours required in the position you are applying for? (Circle)    Yes       No

Number of hours of employment desired per week: \_\_\_\_\_

Date available to start work: \_\_\_\_\_

Will you be available for: Days \_\_\_\_ Evenings \_\_\_\_ Nights \_\_\_\_ Weekends \_\_\_\_ Holidays \_\_\_\_

Summer \_\_\_\_

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

(In the grid below, please cross out all days/hours that you are unavailable)

Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:30							
8:30							
9:30							
10:30							
11:30							
12:30							
1:30							
2:30							
3:30							
4:30							
5:30							
6:30							
7:30							
8:30							
9:30							

**HOURS AVAILABLE TO WORK**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

**PREVIOUS WORK EXPERIENCE BOTH ON AND OFF-CAMPUS**

Date Began	Date Ending	JOB TITLE	NAME OF EMPLOYER & PHONE NUMBER	DUTIES

**REFERENCES (Please list three references)**

<b>Name</b>	<b>Telephone</b>	<b>Relationship</b>	<b>Years Known</b>
1)			
2)			
3)			

I give the Employer the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the Employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

K-State College of Veterinary Medicine is an Affirmative Action/ Equal Opportunity Employer. The Employer does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state or federal law. This application is current for the duration of the semester. At the conclusion of this time, if you have not heard from the Employer and still wish to be considered for employment, it will be necessary to fill out a new application.

If you are hired you will be required to provide proof of identity and eligibility to work in the US before you can begin work per the Immigration Reform and Control Act of 1986.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_