

THE UNIVERSITY OF KANSAS
STUDENT HOURLY EMPLOYMENT APPLICATION FORM (SEC-2)

A. TO BE COMPLETED BY STUDENT (PLEASE TYPE OR PRINT):

Arrangements will be made if you have a disability that requires an accommodation in completing the application form or in interviewing. Please contact the Office of Services for Student with Disabilities (785) 864-4064 for assistance.

Name: _____ Social Security Number: _____
(Last) (First) (Middle)

Are you currently, or were you previously, employed by the University of Kansas? ____ YES ____ NO

KUID: _____ When could you begin work? _____ How many hours per week? _____

Please block of times when you **are** available to work:

TIMES	MON	TUE	WED	THURS	FRI
8-8:30am					
8:30-9am					
9-9:30am					
9:30-10am					
10-10:30am					
10:30-11am					
11-11:30am					
11:30-12 pm					
12-12:30 pm					
12:30-1pm					
1-1:30 pm					
1:30-2 pm					
2-2:30 pm					
2:30-3 pm					
3-3:30 pm					
3:30-4 pm					
4-4:30 pm					
4:30-5 pm					

Not all students are eligible for student hourly positions. Some students have restrictions placed upon their employment. For these reasons, you will need to be aware of certain requisites and be able to answer certain questions.

1. If you are in a Federal Work Study Program, what is your earnings limit\$_____.
2. Students can be paid on more than one student payroll type. However, if you are currently employed on a classified or unclassified payroll, you may not be hired on a student payroll.
3. Some fellowships carry with them a work restriction. If you have received one of these awards, you may not be able to be hired on a hourly payroll.
4. Students who are not citizens of the United States, if hired, must be able to provide a copy of required documentation of eligibility to work.

For more information about KU and Lawrence, Kansas, visit the University's website at www.ku.edu. For information about safety on the KU campus, the annual security report about KU safety policies, crime statistics, and campus resources is available online at www.ku.edu/safety or on paper by contacting the Dean of Students, 133 Strong Hall, (785)864-4060.

Date: _____ Applicant Signature: _____

(Continued on back)

The University of Kansas is an equal opportunity/affirmative action employer. Our policies prohibit discrimination on the basis of race, color, sex, disability, veteran status, religion, national origin, ancestry, age, sexual orientation, marital status and parental status.

B. COMPLETE THIS SECTION AT THE OPTION OF THE UNIT:

1. Major at KU: _____ Level (Fr., Soph., Jr., Sr., Grad.): _____

2. Please list your previous educational background:

<u>SCHOOL</u>	<u>DATES</u>	<u>MAJOR</u>	<u>DEGREE</u>
_____	_____	_____	_____
_____	_____	_____	_____

3. Please list languages and skills (typing, filing, computer systems/programs, experience with various kinds of equipment and machinery, etc.) at which you are reasonably proficient and are appropriate to the position for which you are applying:

4. Please list current and previous employment:

<u>PLACE OF EMPLOYMENT:</u>	<u>DUTIES:</u>	<u>DATES EMPLOYED:</u>
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_____	_____	_____
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Ph# _____	_____	
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Ph# _____	_____	
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May we contact the above employer(s) for a reference? _____ Yes _____ No

C. FOR USE BY UNIT

Job Serial Code: _____

Department Interview / Selection Documentation

List by date(s) how you contacted or attempted to contact the applicant:

Telephone	Mail	Interview
_____	_____	_____
_____	_____	_____

Date Student Hired: _____ Hourly Wage: _____

(Signature of person extending the offer)