

Application for Student Employment

OIT Student Computer Labs: Lab Assistant

Boise State University

PERSONAL INFORMATION:			Date: _____
Name: _____	Phone: _____	Email: _____	
Local Address: _____	SS #: _____		
City/State/Zip: _____	Student ID Number: _____		

EMPLOYMENT INFORMATION:	
How many credits are you registered for? (Minimum of 6 credits is required) _____	
How soon could you accept employment? _____	What is your major? _____
Are you a work study student? _____	What is the amount of your work study award? \$ _____
What customer service or computer teaching experience have you had? _____	

Please list any pertinent experience you have gained:	
In High School: _____	

In College: _____	

On the job: _____	

EMPLOYMENT REFERENCES	May we call these references? Yes _____ No _____
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Dates	Company Name	Supervisor	Phone	Type of work

I understand that misrepresenting my background on this application is grounds for dismissal.

Applicant's signature: _____ Date: _____

Please Complete the following Computer Experience Checklist:

What Computer Classes have you previously completed?

Class	School	When Completed	Grade Received

Item	EXPERIENCE		
	None	Some	Significant
Word Processing			
Microsoft Word			
Word Perfect			
Spreadsheets			
Microsoft Excel			
Lotus 1-2-3			
Quattro Pro			
Databases			
Microsoft Access			
Paradox			
dBase III, IV			
Internet			
Web Browsers			
HTML development			
FTP			
Telnet			
Email			
Operating Systems			
Windows 95/98			
Windows NT/2000			
Macintosh OS 8 & 9			
Macintosh OS-X			
Unix			
Other: Describe			

APPLICANT QUESTIONNAIRE

1. What do you feel are your greatest strengths, and how could they contribute to this lab? _____

2. From your past work experience, please describe the job that:

a) You liked the most and why. _____

b) You liked the least and why. _____

3. Describe the qualities of a supervisor for whom you would:

a) Most like to work for. _____

b) Least like to work for. _____

4. What do you hope to gain from your experience if hired in this position? _____

5. What are some of your favorite activities outside of work and school? _____

Schedule of Availability

Name: (This page gets detached from your application packet) _____

How many hours would you like to work each week? _____

Minimum hours: _____ Maximum hours: _____

Please indicate with an “X” any blocks of time that you would be available to work. Please use two different colors/shades/patterns etc. Use one color for the hours you would prefer to work, and use another for the hours you would be willing to work, that may not be your actual preferred hours. I will give priority to your preferred hours.

Time	Mon.	Tue.	Weds.	Thurs.	Fri.	Sat.	Sun.
7:00 am - 7:30 am							
7:30 am - 8:00 am							
8:00 am - 8:30 am							
8:30 am - 9:00 am							
9:00 am - 9:30 am							
9:30 am - 10:00 am							
10:00 am - 10:30 am							
10:30 am - 11:00 am							
11:00 am - 11:30 am							
11:30 am - 12:00 pm							
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1:00 pm - 1:30 pm							
1:30 pm - 2:00 pm							
2:00 pm - 2:30 pm							
2:30 pm - 3:00 pm							
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11:30 pm - 12:00 am							