# DEADLINE: Friday-March 22, 2024, by 4:30 pm

Interview: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

References: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### CLERICAL STAFF MEMBER APPLICATION

## CUSTOMS 2024

## Middle Tennessee State University

Name:

M #: Email:

Current Address:

Phone:

Permanent Home Address:

Classification: FR SO JR SR

Major: Cumulative GPA:

Number of semesters at MTSU: Expected Graduation:

Other colleges attended:

Do you currently work on MTSU’s campus? \_\_\_\_\_\_ Where? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many hours per week do you work on campus? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please explain the importance of the clerical/ office staff to the overall orientation program:

Please cite your background in working with people and/or groups and any managerial experience that you have had:

Please list other clerical type positions you have held and the responsibilities of the position:

When are you available to work part-time beginning in March-May 5?

**Employment History:** (Begin with most recent)

Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Your position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employment dates: \_\_\_\_\_\_\_\_\_\_

Responsibilities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for leaving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Your position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employment dates: \_\_\_\_\_\_\_\_\_\_

Responsibilities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for leaving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you planning to have another job or take classes during the summer? YES NO

If yes, please describe:

Do you have any other commitments during the summer? YES NO

If yes, please describe:

YES NO I understand that as a clerical staff member, I am a

representative of MTSU and must follow all university rules

and policies.

YES NO I can commit to all of the requirements listed in the clerical

job description.

YES NO I will be available for part time employment from March 31 until

August 8.

YES NO I understand that if selected, I will not be able to take classes

or hold a summer job that would conflict with CUSTOMS.

Comments:

List three PROFESSIONAL references that will complete the recommendation forms. (One must be an MTSU faculty or staff member)

I certify that the information herein is accurate to best of my knowledge. You have my permission to verify any and all information I have listed.

Signature Date

Don’t forget to print 3 reference forms and have them filled out our use the links provided on the website <https://mtsu.edu/customs/administrative.php> and returned by Friday, March 22, 2024. Thanks for applying and good luck! You will be contacted by phone or email if you are eligible for an on-campus interview. Interviews will begin as soon as applications are received.