



# MTSU Student Unions Employment Application

Student Union Facilities  
Information Desk (Facility Worker) and Collaborative Computer Lab  
<http://www.mtsu.edu/mtunions>

Thank you for your interest in working for the Student Unions Facilities Department. Please return completed application to Cynthia Stone, Student Unions Facilities Director.

I am applying for the position of: Info. Desk (Facility Worker) \_\_\_\_\_ Computer Lab \_\_\_\_\_

Name: \_\_\_\_\_  
First Name M.I. Last Name MTSU ID #

Are you at least 18 yrs of age? Yes \_\_\_ No \_\_\_ Are you an U.S. citizen? Yes \_\_\_ No \_\_\_  
If no, list the type of visa you currently possess and expiration date: \_\_\_\_\_

Freshman \_\_\_ Sophomore \_\_\_ Junior \_\_\_ Senior \_\_\_ Graduate Student \_\_\_  
Major: \_\_\_\_\_ Minor: \_\_\_\_\_ G.P.A. \_\_\_\_\_  
Anticipated Graduation Date: \_\_\_\_\_ Eligible for work study? Yes \_\_\_ No \_\_\_ If yes, how many hours? \_\_\_\_\_

Local Address: (Campus/Off Campus) \_\_\_\_\_  
Email: \_\_\_\_\_@mtmail.mtsu.edu Other Email: \_\_\_\_\_

Cell Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Emergency Contact Name: \_\_\_\_\_  
Emergency Contact Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Relationship: \_\_\_\_\_

Semester applying for: \_\_\_\_\_ How many hours would you like to work? (Max 20; Avg 10-15) \_\_\_\_\_

### Employment History

Employer/Organization: \_\_\_\_\_ Date(s) of Employment: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
Responsibilities: \_\_\_\_\_

Employer/Organization: \_\_\_\_\_ Date(s) of Employment: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
Responsibilities: \_\_\_\_\_

Please list any activities or commitments (i.e. other jobs, fraternity/sorority, etc.) you anticipate being involved in while employed with the Student Unions department: \_\_\_\_\_

References:  
\_\_\_\_\_  
Relationship: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
\_\_\_\_\_  
Relationship: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

### Computer Lab

Have you held a technical/IT position previously? \_\_\_\_\_  
Do you have any technical certifications (i.e. Microsoft, CompTIA, Cisco, Apple)? \_\_\_\_\_  
On a scale of 1-10, how comfortable are you with using a MAC? \_\_\_\_\_  
Explain: \_\_\_\_\_

On a scale of 1-10, how comfortable are you with using a PC? \_\_\_\_\_

Explain: \_\_\_\_\_  
\_\_\_\_\_

Place an (X) in the spaces you are **AVAILABLE** to work. Hours vary daily but are typically between 7:30am and 12am during the week.

Time	SUN	MON	TUE	WED	THU	FRI	SAT
7am							
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							
9pm							
10pm							
11pm							
12am							

Outside of school commitments, please indicate days you prefer NOT to work and for what reason:

\_\_\_\_\_  
\_\_\_\_\_

Are you available for work on short breaks (i.e. Labor Day, extended weekends)? Yes \_\_\_ No \_\_\_  
Are you available for work on long breaks? (i.e. Thanksgiving, Christmas, Spring Break)? Yes \_\_\_ No \_\_\_ Partial \_\_\_  
Are you available for work during the summer break? Yes \_\_\_ No \_\_\_ Partial \_\_\_

I certify that such statements made are true and understand that misrepresentation or omission of facts called for in this application may be cause for termination of employment without notice. I understand that references may be contacted for verification of employment. I understand that evaluations of job performance will occur each semester and will affect continued employment.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Note: All applications are purged at the end of every semester. Please submit another application if you wish to apply for a future semester at a later point in time.

Middle Tennessee State University is an AA/EEO employer and does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Executive Director of Institutional Equity and Compliance, 1301 E. Main Street, CAB 220, Murfreesboro, TN 37132, 615-898-2185. Additionally, the MTSU Title IX Coordinator, designated to monitor and oversee Title IX complaints, may be contacted at: Sam Ingram Building 2269 Middle Tennessee Blvd. Murfreesboro, TN 37132 615-898-5133, or via this webpage: <http://www.mtsu.edu/titleix/>.