

Interview: _____
References: _____

DEADLINE: Monday-March 22, 2021 by 4:30 pm

**CLERICAL STAFF MEMBER APPLICATION
CUSTOMS 2021**

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?

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 30 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 Monday, March 22, 2021. 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.