

Interview: _____
References: _____

DEADLINE: Tuesday-March 31, 2026, by 4:30 pm
Or until positions are filled

CLERICAL STAFF MEMBER APPLICATION
New to Blue Orientation 2026
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 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 the requirements listed in the clerical job description. |
| YES | NO | I will be available for part time employment from March 31 until August 5. |
| YES | NO | I understand that if selected, I will not be able to take classes or hold a summer job that would conflict with orientation dates. |

Comments: _____

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

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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 Tuesday, March 31, 2026. 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.