

Name _____ Date _____

Local Address: _____

Permanent Address: _____

Local Phone Number _____ Permanent Phone Number _____

Year in School: Freshman Sophomore Junior Senior Tentative Graduation Date: _____

Major: _____ Minor: _____

(Check One)

Federal Work Funds or State Funds (List amount allocated per semester) Fall _____ Spring _____ Summer _____

OR

Regular Funds

Position applying for: (Check each area you would be willing to work)

Clerical Assistant Computer Assistant Stockroom Assistant

Please list your class schedule/courses and the hours you are available to work.

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00					
9:00					
10:00					
11:00					
12:00					
1:00					
2:00					
3:00					
4:00					

List previous work experiences:

Employer _____ Phone Number _____

Type of work _____ How many hours per week _____

Employer _____ Phone Number _____

Type of work _____ How many hours per week _____

May we contact the above references? Yes No

List any clerical or computer related courses you have taken in high school or college.

Have you worked in any MSUM Office in the past? If so, when, where and what did your job involve.

Describe past work experience.

List any accomplishments you are proud of and career goal.

The information provided on this application is correct to the best of my knowledge.

Applicant's Signature _____ Date _____