

Copy2Print Application for Employment Frontline Assistant

Please complete both sides of the form and submit to Copy2Print in the main level of Grier Hall, or email it to printing@mnstate.edu. The information requested is needed for selection and employment. The selection committee and authorized personnel will have access to this form. Refusal to provide any of the requested information may jeopardize your chances of employment.

Applicant Information

Today's Date _____ Dragon ID _____

Name _____

Local Address _____

City _____ State _____ Zip _____

Phone No. (____) _____

Email Address _____

Permanent Address _____

City _____ State _____ Zip _____

Phone No. (____) _____

Major _____

Average No. Of Credits / Semester _____

Check Classification Fr So Jr Sr

Expected Graduation Date _____

- Applicant must be a registered MSUM student.
- A minimum one year commitment is required.
- 2.5 cumulative GPA.
- Your application will be kept on file for the current academic year and can be **activated by you** as job openings are posted.

Are you eligible for work-funds? Yes No

Total work-funds allocation for each semester

Fall \$ _____ Spring\$ _____

Previous Employment

Employer _____

Supervisor _____

City _____ State _____

Phone No. (____) _____

Type of Work _____

From _____ To _____

Employer _____

Supervisor _____

City _____ State _____

Phone No. (____) _____

Type of Work _____

From _____ To _____

May we contact the above references? Yes No

Describe Yourself

Describe your past work or volunteer experiences.

List other groups or organizations you are or have been involved in.

List your future commitments and dates that may require you to temporarily leave your position.

Describe Yourself

Why would you like to work at Copy2Print?

What do you hope to learn from working at Copy2Print?

How would this position fit your career plans?

Name three qualities you have that would make you a good Copy2Print employee.

What is your computer background? List any software you are proficient in.

Class Schedule

Please check the appropriate semester for the schedule of availability you are completing below.

Fall Spring

Please indicate with a "C" the hours you have a class.

Please indicate with an "X" the hours you are unavailable to work.
(i.e. Internship, EuroSpring, athletics, second job)

	M	T	W	H	F
8:00am					
8:30am					
9:00am					
9:30am					
10:00am					
10:30am					
11:00am					
11:30am					
12:00pm					
12:30pm					
1:00pm					
1:30pm					
2:00pm					
2:30pm					
3:00pm					
3:30pm					
4:00pm					
4:30pm					

I understand that applying for this position requires a commitment of one academic year.

I have included any non-work related commitments that may jeopardize my term of employment. (i.e. Internship, EuroSpring, athletics, second job).

I hereby give Copy2Print permission to verify my GPA and class schedule.

I hereby certify that the above information is correct to the best of my knowledge.

Applicant's Signature _____

Minnesota State University Moorhead is an equal opportunity educator and employer and is a member of the Minnesota State Colleges and Universities System. This information will be made available in alternate format, or if a disability-related accommodation is required, please contact the Disability Resource Center at 218.477.4318 (voice) or 1.800.627.3529 FREE (MRS/TYY).