Northwestern State University
A member of the University of Louisiana System

NORTHWESTERN STATE UNIVERSITY STUDENT EMPLOYMENT APPLICATION

INSTRUCTIONS:

1. Completely fill out application in ink.
2. Return application to the **Office of Student Employment, 212 Student Services Center. / Fax # 318-357-6857**

PERSONAL INFORMATION: Fill out completely. Do not use your temporary university address.

SOCIAL SECURITY NUMBER: _____ — _____ — _____

NAME: _____
Last Name First Name Middle

E-MAIL ADDRESS: _____ LOCAL PHONE NUMBER: _____

Are you at least 18 years of age? ☐ Yes ☐ No

_____
PERMANENT MAILING ADDRESS (Street or P.O. Box No.) City State Zip

_____
CHECK MAILING ADDRESS (If different from permanent address) City State Zip

MAJOR: _____

IN WHAT SEMESTERS WOULD YOU LIKE TO WORK? Check all that apply: ☐ Fall 20____ ☐ Spring 20____ ☐ Summer 20____

DO YOU HAVE RELIABLE TRANSPORTATION? ☐ Yes ☐ No

HAVE YOU WORKED ON CAMPUS BEFORE? ☐ Yes – If yes, where? _____ ☐ No

CAN YOU WORK NIGHTS AND WEEKENDS? ☐ Yes ☐ No

SKILLS ASSESSMENT/WORK HISTORY: Check all that apply. DO NOT check a skill if it does not apply to you!

- ☐ **Typing/Data Entry**
- ☐ **Filing**
- ☐ **Answering Phones**
- ☐ **Delivery**
- ☐ **Child Care**
- ☐ **Web Design**
- ☐ **Bookkeeping**
- ☐ **Customer Services**
- ☐ **Spreadsheets**
- ☐ **Stocking Supplies**
- ☐ **Inventory**
- ☐ **Carpentry**
- ☐ **Tutoring**
- ☐ **Bulk Mailing**
- ☐ **Computer Repairs**
- ☐ **Computer Programming**

PLACEMENT: List three areas you would like to work.

_____ _____ _____

WHICH CAMPUS WILL YOU BE ATTENDING? ☐ Natchitoches ☐ Alexandria ☐ Shreveport ☐ Leesville

Northwestern State University does not discriminate on the basis of race, color, gender, religion, sexual orientation, national origin, disability, genetic information, age, pregnancy or parenting status, and veteran or retirement status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following individuals have been designated to handle inquiries regarding non-discrimination policies (i.e., Title IX): Employees/Potential Employees – Veronica M. Biscoe, EEO Officer (318-357-6359) and Students – Reatha Cox, Dean of Students (318-357-5285). For Americans with Disabilities Act (ADA) concerns, contact the Accessibility and Disability Support Director, Taylor Camidge, at 318-357-5460. Additionally, Northwestern complies with the Jeanne Clery Disclosure of Campus Security Policy & Campus Crime Statistics Act. Information about NSU's campus security and crime statistics can be found at https://www.nsula.edu/universityaffairs/police/. Full disclosure statement: https://www.nsula.edu/iehr/.

_____
Signature **Date**

FOR OFFICE USE ONLY
Department Assignment:_____ Regular Employment:_____ FWS:_____