



# UNIVERSITY OF RICHMOND STUDENT EMPLOYMENT APPLICATION

UNIVERSITY OF RICHMOND  
FOUNDED 1830

Today's Date: \_\_\_\_\_

Department to Which You Are Applying: \_\_\_\_\_

### Personal Information:

Name: \_\_\_\_\_ UR ID: \_\_\_\_\_

Local Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

Local Phone #: \_\_\_\_\_ Best Time(s) to Call: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Permanent Phone #: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

Intended Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Approximate GPA: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

Term(s) Applying For: Fall  Spring  Summer  Date Available: \_\_\_\_\_

Number of Hours You Are Available to Work (per week): \_\_\_\_\_ Do you have a valid driver's license? Yes  No

Are you eligible for Federal Work Study as part of your financial aid award? Yes  No

Have you ever been convicted of a felony? Yes  No  (If yes, please attach a full explanation of the circumstances.)

Are you a varsity student-athlete? Yes  No  (If yes, please note that all student athletes who secure on-campus employment *must* notify the Director of Compliance in the Athletic Department.)

Please list your computer skills and software package knowledge: \_\_\_\_\_

### Previous Work Experience:

In chronological order, list jobs you have held beginning with the most recent first. Include internships and jobs without pay. Attach another sheet if necessary.

#### ON-CAMPUS Employment

Job Title: \_\_\_\_\_ Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Dates Employed: \_\_\_\_\_

Paid Job? Yes  No  In \_\_\_\_\_ ternship? Yes  No

Job Title: \_\_\_\_\_ Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Dates Employed: \_\_\_\_\_

Paid Job? Yes  No  In \_\_\_\_\_ ternship? Yes  No

OFF-CAMPUS Employment

Job Title: \_\_\_\_\_ Employer: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Dates Employed: \_\_\_\_\_

Job Title: \_\_\_\_\_ Employer: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Dates Employed: \_\_\_\_\_

**Class Schedule and Other Activities:** On the schedule below, please mark all times when you CANNOT work. Use a "C" to designate times that you are in class, and an "O" to designate times when other activities preclude you from working at that time. Place the appropriate letter in the block that most accurately reflects the time of your commitment (Classes or Other activities).

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8 a.m.							
9 a.m.							
10 a.m.							
11 a.m.							
12 p.m.							
1 p.m.							
2 p.m.							
3 p.m.							
4 p.m.							
5 p.m.							
6 p.m.							
7 p.m.							
8 p.m.							
9 p.m.							
10 p.m.							

Please list the names of the activities in which you participate that are represented by an "O" in the above chart:

\_\_\_\_\_

\_\_\_\_\_

How many hours would you like to work? \_\_\_\_\_

I certify that the information provided on this application for employment is complete, factually correct and honestly presented. I understand that this document is an application for employment, separate and apart from my permanent educational record and is for the use of the hiring department and the Student Employment Office only. In consideration for my employment, I agree to conform to all current and subsequent rules and regulations of the University of Richmond and the area for which I will be working.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**For Departmental Use Only**

Interviewed? Yes  No  If no, reason: \_\_\_\_\_

Hired? Yes  No  If no, reason: \_\_\_\_\_

Job Approval Form Sent?  Release to Work Rec'd for new employees?  Pink copy of JAF recd from Student Employment?

Date of Termination: \_\_\_\_\_ Reason: \_\_\_\_\_

Student Employment Notified?  (Note: Student Employment Office must be notified of any terminations which occur prior to the end of the academic and/or summer payroll period.)