

# Longwood University Campus Recreation Student Employee Job Application

## General Information

|  |   |   |                     |
|--|---|---|---------------------|
| Last Name  | First   | MI  | Longwood ID #       |
| School/Campus Address  |   | City  | State      Zip Code |
| Main Phone<br>(      )   | Home Phone<br>(      )  | Date Available:   |                     |
| Check position(s) applying for:<br>Front Desk <input type="checkbox"/> Equipment room <input type="checkbox"/><br>Fitness Center <input type="checkbox"/> Intramurals <input type="checkbox"/><br>Building Supervisor <input type="checkbox"/> Lifeguard <input type="checkbox"/><br>Instructor (exercise) <input type="checkbox"/> Climbing Wall <input type="checkbox"/><br>Outdoor Trips <input type="checkbox"/> Personal Training <input type="checkbox"/><br>Power Lifting <input type="checkbox"/> Golf Course Assistant <input type="checkbox"/> | Do you have Federal work-study?    Yes    No<br><br>Amount of award: \$ _____ | Major: _____<br>Year in school: _____<br>Grad date: _____ |                     |
| How did you learn of this vacancy (please list the specific employee, newspaper, web site, or other source)?   |   |   |                     |
| E-Mail Address:  |   |   |                     |
| Are you a current student of Longwood University?      Yes    No   |   |   |                     |
| Home Address if different:   |   |   |                     |

## Previous Affiliation

|   |
|---|
| Are you now or have you ever been employed by Longwood University?    Yes    No |
| If yes, please list the location, title, department, and dates:                 |

## Certifications: (Personal Training (ACE, ACSM) Lifeguard, CPR/AED, First Aid, etc...)

|  |  |  |
|--|--|--|
|  |  |  |
|  |  |  |

## Availability: Cross out time blocks that you cannot work: (i.e. Classes, Jobs, Personal Commitments)

|             | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|-------------|--------|---------|-----------|----------|--------|----------|--------|
| 6 to 7 am   |        |         |           |          |        |          |        |
| 7 to 8 am   |        |         |           |          |        |          |        |
| 8 to 9 am   |        |         |           |          |        |          |        |
| 9 to 10 am  |        |         |           |          |        |          |        |
| 10 to 11 am |        |         |           |          |        |          |        |
| 11 to 12 am |        |         |           |          |        |          |        |
| 12 to 1 pm  |        |         |           |          |        |          |        |
| 1 to 2 pm   |        |         |           |          |        |          |        |
| 2 to 3 pm   |        |         |           |          |        |          |        |
| 3 to 4 pm   |        |         |           |          |        |          |        |
| 4 to 5 pm   |        |         |           |          |        |          |        |
| 5 to 6 pm   |        |         |           |          |        |          |        |
| 6 to 7 pm   |        |         |           |          |        |          |        |
| 7 to 8 pm   |        |         |           |          |        |          |        |
| 8 to 9 pm   |        |         |           |          |        |          |        |
| 9 to 10 pm  |        |         |           |          |        |          |        |

Reasonable number of hours needed per week (Max of 20 wk for FTS): \_\_\_\_\_  
 Application period: (Circle one)      Spring    -    Summer    -    Fall

**Employment History:** List current to last employers first, include U.S. military service.

|   |             |              |                           |          |
|---|-------------|--------------|---------------------------|----------|
| Employer Name   | Address     | City         | State                     | Zip Code |
| Telephone No.<br>( )  | Your Title  |              | Department                |          |
| Beginning Date  | Ending Date | Final Salary | Supervisor's Name & Title |          |
| If you are still employed, may we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No |             |              |                           |          |
| Summary of duties:  |             |              |                           |          |
| Reason for leaving:   |             |              |                           |          |
| Employer Name   | Address     | City         | State                     | Zip Code |
| Telephone No.<br>( )  | Your Title  |              | Department                |          |
| Beginning Date  | Ending Date | Final Salary | Supervisor's Name & Title |          |
| Summary of duties:  |             |              |                           |          |
| Reason for leaving:   |             |              |                           |          |
| Employer Name   | Address     | City         | State                     | Zip Code |
| Telephone No.<br>( )  | Your Title  |              | Department                |          |
| Beginning Date  | Ending Date | Final Salary | Supervisor's Name & Title |          |
| Summary of duties:  |             |              |                           |          |
| Reason for leaving:   |             |              |                           |          |

If you wish to describe additional work experience, attach the above information for each position on a separate piece of paper.

**Related Recreation Experience:**

Please give any information, which may be helpful in determining your qualifications for the position.  
\*(This is very important to distinguish you from other applicants)

I hereby certify that the facts set forth in this employment application are true and complete to the best of my knowledge. I understand that false statements of any kind or omission of facts called for on this application are a basis for dismissal regardless of when they are discovered. I understand that any employment offered is for an indefinite duration, unless otherwise specified in writing, and is "at-will", which means that either I (after a two weeks notice) or Campus Recreation (following Longwood policy) may terminate my employment at any time. I further understand that neither the policies, rules, regulations of employment, application for employment, nor anything said during the interview process shall be deemed to constitute the terms of any implied employment contract.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this application to: Longwood University Campus Recreation  
Attn: Gus Hemmer- Assistant Director  
201 High St.  
Farmville, VA 23909**

**Longwood University is an equal opportunity employer.**