LONGWOOD UNIVERSITY

Student Employment Data Sheet

Complete and copy as needed to submit to offices/departments when applying for on-campus positions.

Please Print Academic Term

Name | LU ID

E-Mail Address

Permanent address

Phone_____

(*Street or P.O. Box)* *(City)* *(State)* *(Zip)*

Local Address/LU Box No. Phone

Major Class: Fr So Jr Sr Gr Enrollment Status: ☐ *Full-time* ☐ *Less than Full-time*

Expected Date of Graduation Plan to Student Teach ☐ *Fall Sem.* ☐*Spring Sem.* Cum. GPA _____*(2.0 Min.)*

Have you ever been convicted of a misdemeanor or felony? ☐ *Yes* ☐ *No* (*If yes, explain on back*)

Have you ever been the subject of a FOUNDED case of child abuse and neglect? *Yes* *No* *(if yes, explain on back)*

Currently working on campus ☐*Yes* ☐*No* *If yes, department/office* _____ *Hours per week* _____

Expect to work off-campus in another job ☐*Yes, Approx.* ___ *Hrs./ Week* ☐ *No* Residence Hall Assist. ☐*Yes* ☐ *No*

☐Can ☐Cannot do heavy lifting Own transportation ☐*Yes* ☐*No* Valid VA Drivers License ☐*Yes* ☐*No*

Type of Work Desired Prefer _____ Hrs. per Week Location Preference

Will work: ☐ nights ☐weekends ☐ weekdays ☐ daytime only Employment desired for: *Summer* ___ *Fall* ___ *Spring* ___

Awarded Federal (FWS) Work-Study? ☐ ***Yes***, *$_____ per year* Verified by: ☐ ***No***, *can work* ***LWS only***

Honors, Organizations, Offices Held, etc.

Skills *(Check all that apply)*: ☐ Typing ☐ Accounting ☐ Filing ☐ Art\Graphic Design ☐ Photography ☐ Writing

Computer: ☐ *Excel* ☐ *PowerPoint* ☐*Word* ☐ *Access* ☐ *Front Page* ☐ *E-Mail* ☐ *HTML* Other_____

☐Tutoring: _____*(Subject)* ☐ Lifeguard Certification ☐ CPR Certification

Other information\additional skills:

_____

Days\Times that you are available to work:
(attach class schedule)

Work Experience *(List previous work experience - Place of Employment and Type of Work)*

_____

_____

_____

Permission to contact previous employers ☐ Yes ☐ No

Signature: Date: