

# Student Employment Application Form

## Fall 2018

### Part 1 – Personal Information

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

Nickname (optional): \_\_\_\_\_ Student ID: \_\_\_\_\_

Your Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

*Please write your email legibly, especially if it has 1/1,0 or O.*

*This is a phone number we will use for you during the semester.*

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Emergency Contact Phone: \_\_\_\_\_

### Part 2 – Eastern University Status

(Optional) In the Fall 2018, what will be your residency status?

Resident  Commuter  Don't know/No Response

(Optional) In the Fall 2018, what will be your class status?

First Year  Sophomore  Junior  Senior

Graduate Student  Other/No Response

### Part 3 – Financial Aid Status

I am qualified for Federal Work Study (FWS) My award amount is: \$\_\_\_\_\_

I am qualified for Eastern Campus Employment (ECE).

*This application is only for current students of Eastern University. Please contact Financial Aid if you need help with this section.*

### Part 4 – Employment History

Have you worked in EU's Dining Services before?  Yes  No

If yes, how long and where? \_\_\_\_\_

*If you did not work in EU's food services before, please list your previous 2 employers, or write, "none"*

#### Employer 1:

Company Name: \_\_\_\_\_ Date Started: \_\_\_\_\_ Date Left: \_\_\_\_\_

Complete Address: \_\_\_\_\_ Your Title: \_\_\_\_\_

Supervisor/Reference's Name & Title: \_\_\_\_\_ Phone Number: \_\_\_\_\_

#### Employer 2:

Company Name: \_\_\_\_\_ Date Started: \_\_\_\_\_ Date Left: \_\_\_\_\_

Complete Address: \_\_\_\_\_ Your Title: \_\_\_\_\_

Supervisor/Reference's Name & Title: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Part 5 - Availability**

Please write the times you ARE available to work. If you prefer some times, include that in the comments section below.

**Mondays:** From: \_\_\_\_\_ To: \_\_\_\_\_ and/or From: \_\_\_\_\_ To: \_\_\_\_\_

**Tuesdays:** From: \_\_\_\_\_ To: \_\_\_\_\_ and/or From: \_\_\_\_\_ To: \_\_\_\_\_

**Wednesdays:** From: \_\_\_\_\_ To: \_\_\_\_\_ and/or From: \_\_\_\_\_ To: \_\_\_\_\_

**Thursdays:** From: \_\_\_\_\_ To: \_\_\_\_\_ and/or From: \_\_\_\_\_ To: \_\_\_\_\_

**Fridays:** From: \_\_\_\_\_ To: \_\_\_\_\_ and/or From: \_\_\_\_\_ To: \_\_\_\_\_

**Saturdays:** From: \_\_\_\_\_ To: \_\_\_\_\_ and/or From: \_\_\_\_\_ To: \_\_\_\_\_

**Sundays:** From: \_\_\_\_\_ To: \_\_\_\_\_ and/or From: \_\_\_\_\_ To: \_\_\_\_\_

Approximately how many hours do you want to work per week?

- 5 or less (about 1 shift)
- 5-10 (about 1-2 shifts)
- 10-15 (about 2-4 shifts)
- 15-20 (about 3-5 shifts)

(optional) Do you have any other comments about your schedule, or your application in general?

**Part 6 – Please choose one of the following:**

- I want to be CONSIDERED for a position in the Breezeway, Eagle's Nest, or Jammin Java. I understand that:
  1. I may still be hired for the Dining Commons, and it customary for students to work in the Dining Commons before moving into the Breezeway, Eagle's Nest, or Jammin Java.
  2. I may be required to work at least 1 weekend shift (Friday late night, Saturday late night, Sunday dinner, or Sunday late night)
  3. Students in the Jammin Java are required to memorize a recipe book.
  4. Students in the Breezeway may be required to wear a different uniform, and may be required to wash and iron their own uniform.
- I do not want to be considered for a position in the Breezeway, Eagle's Nest, or Jammin Java.

**Part 7 - Signature**

I certify that all the information in this application is true to the best of my knowledge. I understand my current or previous employers may be contacted for a reference. I understand that falsifying an application is ground for immediate termination. I understand this is an application to work for Eastern University, not Sodexo. (If applying via email, please indicate your signature by typing your name below. You will be asked to sign employment forms later.

\_\_\_\_\_  
Sign Date

You may return this application by:

- a) Handing it to any supervisor in the Dining Commons, or
- b) Faxing it to: 610-341-1381
- c) Emailing it to sodexo@eastern.edu (make sure to save it before you do)
- d) Mailing it to: Sodexo – Student Employment  
Eastern University  
1300 Eagle Rd  
St. Davids, PA 19087

**If you are applying before the start of the semester: We anticipate sending out results about two weeks before the start of the semester.**