

University of Minnesota - Twin Cities
Housing & Residential Life
Student Application for Employment

Please complete this application and return it to the residence hall to which you are interested in applying for a position.

Date _____

Name _____
LAST FIRST MIDDLE

E-mail address _____

U of MN ID Number _____

Current _____
 Address _____

Phone Number _____

Permanent _____
 Address _____

Phone Number _____

Class Standing: FR SO JR SR GRAD ADULT SPEC

Major: _____

Expected Graduation Date: _____

Please indicate position(s) and residence halls for which you are applying:

_____ **Office Assistant** BAILEY CENTENNIAL COMSTOCK FRONTIER MIDDLEBROOK
 PIONEER YUDOF SANFORD TERRITORIAL U VILLAGE WILKINS

_____ **St. Utility Worker** BAILEY CENTENNIAL COMSTOCK FRONTIER MIDDLEBROOK
 PIONEER YUDOF SANFORD TERRITORIAL WILKINS

_____ **St. Custodian** BAILEY CENTENNIAL COMSTOCK FRONTIER MIDDLEBROOK
 PIONEER YUDOF SANFORD TERRITORIAL WILKINS

_____ **Night Manager** BAILEY CENTENNIAL COMSTOCK FRONTIER MIDDLEBROOK
 PIONEER YUDOF SANFORD TERRITORIAL WILKINS

_____ **Other** BAILEY CENTENNIAL COMSTOCK FRONTIER MIDDLEBROOK
 PIONEER YUDOF SANFORD TERRITORIAL U VILLAGE WILKINS

Times available to work (circle the appropriate time): Fall Spring Summer Other: _____

Monday _____ Tuesday _____ Wednesday _____

Thursday _____ Friday _____

Saturday _____ Sunday _____

Additional information about dates, days and times that you could work:

Answer the following questions on a separate sheet of paper (or on the back of this page). If you are applying for more than one position, please provide answers for each position. Please keep answers to one page in length (or less).

1. Explain why you are interested in the position.
2. Explain your perception of the role or function of the position for which you are applying.
3. List what you believe are the important qualities for the position. Describe in detail what qualifies you for this type of work (i.e., qualities, previous experience).
4. Describe how residence hall living adds value to a student's college experience.

WORK EXPERIENCE

Starting with your present or most recent employer, please list jobs that you have held. Especially include past University positions or work related to the position(s) for which you are applying. Attach additional sheets if necessary.

Employer _____ **Address** _____
Dates of Employment _____ **Position** _____
Duties _____

Employer _____ **Address** _____
Dates of Employment _____ **Position** _____
Duties _____

REFERENCES

Please list two references who may be contacted:

Name _____ **Name** _____
Relationship _____ **Relationship** _____
Telephone _____ **Telephone** _____

I have read the **Employment Information Sheet which was attached to this application** and agree to the terms stated. I understand that I am bound by these terms and any violation will result in forfeiture of my right to work in the residence hall.

Signature _____ **Date** _____

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.

Housing & Residential Life Employment Information Sheet

All applications for employment are screened by the supervisor who is responsible for a particular area within the residence hall. A number of factors are considered including availability, experience, need, etc. The presentation of an application is not a guarantee of employment in the residence hall and is not an adjunct to the residence hall application/contract.

- Students who are returning employees and have satisfactory work records are given priority.
- Students who are selected for employment must understand that their selection is not a guarantee of employment throughout any part of, or for the entire academic year or summer session.
- Employment, and its continuation, will be dependent upon the ability and availability of the student to perform the work to the satisfaction of the supervisor.
- Continued unsatisfactory work will result in termination from the position. Termination of employment does not constitute a claim for cancellation of the room and board contract within the academic year (if applicable).
- Student employment necessitates reapplication/reappointment on a yearly basis.
- Information on interviewing tips/techniques is available at the Career Development Center, 302 Eddy Hall.

It is understood that:

1. The student will present a copy of his/her class schedule as soon as possible, or as requested by the supervisor.
2. Students are required to work through the last day of the semester or summer, or the last day of the contract date, unless they are excused by the supervisor (this includes break periods and finals week).
3. Working hours will be established by the supervisor. If a student cannot report for work on a specific day, the student must call the supervisor and inform him/her of this fact.
4. Students will furnish an acceptable substitute (person on payroll in the same unit and classification) at any time they are unable to work and must notify the supervisor of their inability to work and the name of the substitute.
5. Students will punch in and out on time cards or by using employee badges belonging to them ONLY. Writing in of time on timeclock exception log will be permitted only with the supervisor's signature. Failure to properly punch in or out may result in a delay in payment.
6. Safety and dress rules will be explained by the supervisor and all employees will adhere to said rules.
7. All accidents are to be reported to the supervisor as soon as possible.
8. Keys may be issued for your work area. Improper use of keys will be grounds for dismissal.
9. Students must provide their supervisor with at least 10 business days notice if they quit or wish to transfer to another department during the term of employment. Exceptions are granted for emergency situations.
10. Students must obey all University and residence hall regulations and are not allowed any privileges that are not granted to non-working students.
11. Students who violate the terms of this agreement will forfeit their right to further work assignments.
12. A grievance procedure has been established and is available should any student wish to register a grievance in connection with his/her work situation. Student Employment or the supervisor can provide information on this process.
13. All students serve a 260 hour probationary/training period.
14. All student payroll documents must be accurately completed and submitted to the Business Office before the university will "cut" the first payroll check. Please be aware that you may not receive your first paycheck for 4-6 weeks if your paperwork is not submitted in a timely manner.