

Office of Student Life & Leadership Development
Employment Application
Hillwood Commons

Name: _____ Date: _____

Campus Address: _____

Campus Phone: _____ Social Security #: _____

Permanent Address: _____

Permanent Phone: _____ Cell Phone: _____

E-mail (LIU Account): _____

Position Desired

Information Desk _____ Building Manager _____ Office Staff _____

Education (Circle your current year of study):

Undergraduate: 1 2 3 4 5 Graduate: 1 2 3

How did you find out about employment opportunities in Hillwood Commons?

What special skills and qualifications do you have for the position for which you are applying? (i.e. - typing, graphic design/marketing, 2nd language fluency)

Are you available to work on weekends? _____

Are you eligible for Federal Work Study? _____

What previous work experience (related or not) have you had?

Why types of volunteer leadership positions have you held?

Employment Character References (Please list three):

Name	Position	Company	Phone
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Schedule: (Please indicate all times you are **available** to work)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

***Max total hours per week you would like to work:** _____ (up to 20)

IN CASE OF EMERGENCY, PLEASE CONTACT:

Name: _____ Phone: _____
Address: _____

STATEMENT OF APPLICATION:

In applying for employment, I want the C.W. Post campus of Long Island University to be fully informed of my record. I authorize C.W. Post to investigate my background and obtain any and all information which may be pertinent. I hereby release all persons, schools, companies, corporations, credit bureaus and law enforcement agencies from any liability for furnishing such information. All offers of employment are subject to reference checks.

I understand, that if employed, and misrepresentation of facts on this application is sufficient cause for dismissal.

Signature: _____ Date: _____