

Employment Application

Application Date: _____

Please indicate the position(s) for which you are applying: <input type="checkbox"/> Building Staff (Front Desk, Equipment Room, Fitness Center) <input type="checkbox"/> Administrative Assistant (Aquatics, Membership, Facilities) <input type="checkbox"/> Outdoor Adventure Program <input type="checkbox"/> Group Fitness Instructor <input type="checkbox"/> Intramural Sports Official	<input type="checkbox"/> Social Media/Web Assistant <input type="checkbox"/> Lifeguard/Swim Instructor	Internal Positions Must be currently employed at Campus Recreation
		<input type="checkbox"/> X-Factor <input type="checkbox"/> Building Supervisor <input type="checkbox"/> HR Assistant

Last Name: _____ First Name: _____ MI: _____

Address: _____ City: _____ State: _____ Zip: _____

Mobile Phone: _____ Home Phone: _____

Student ID #: _____ Email address: _____

I am seeking employment for: Fall 20___ Spring 20___ Summer 20___

I am 18 years of age or older: YES NO

Did you receive a College Work-Study Award? YES NO

Are you currently an NEIU Student? YES NO

Grade Level: Freshman Sophomore Junior Senior Graduate

Major: _____ Minor: _____ Graduation Date: _____

Please indicate the approximate number of hours per week you would be available to work
 1-5 5-10 10-15 15-20 (20 hours per week is the maximum for students)

Skills: Microsoft Office Data Entry Foreign Language Fluency
 Phone/Radio Customer Service 1. _____
 Photocopy/Fax Filing/Organizing 2. _____
 Social Media Website Maintenance

Please list any additional skills or experience that may be relevant to the position(s) for which you are applying. (example: officiated for park districts, worked at health club, played HS sports)

Certifications: CPR/AED ARC Lifeguard ARC Water Safety Instructor

Please list any additional certifications related to the position(s) for which you are applying.

Please list any other personal skills or traits that you feel would make you a good candidate for this position

Work History



Company Name: _____ Position Title: _____

Employed From: _____ to _____ Last Wages: _____

Duties Performed: _____

Reason for Leaving: _____

Company Name: _____ Position Title: _____

Employed From: _____ to _____ Last Wages: _____

Duties Performed: _____

Reason for Leaving: _____

Are you a veteran of the US Military? YES NO

If YES, please list the branch and type of discharge: _____

Northeastern Illinois University and the Office of Campus Recreation subscribes to the principles of equal opportunity employment and does not discriminate against any individual on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation or veteran status.

I attest under penalty of perjury that I am (check one of the following)

A US Citizen A permanent resident On Foreign Student Visa Other

By signing below, I affirm that the information included in this application is truthful to the best of my knowledge.

Signature

Date

The information requested in this application will be used by the office of Campus Recreation for employment purposes only and will be retained by the Office of Campus Recreation until June 30 following the date it was submitted. Copies of this application may be given to the appropriate Campus

Office of Campus Recreation Use Only

Application Received by: _____ Date: _____