



Student Employment Application

Eastern New Mexico University is an Affirmative Action and Equal Opportunity Employer. The University does not discriminate on the basis of race, color, religion, national origin, sex, age, disability or veteran status in its programs, activities or employment. Persons seeking additional information about the University's nondiscrimination policy should contact the Affirmative Action Officer, ENMU Station 21, 1500 S. Ave. K, Portales, NM 88130. The University will endeavor to maintain the confidentiality of the information contained in this application.

(Type or print all information in ink)

Position applying for: _____ Department: _____

Personal Information

Name: _____ Student ID: _____
Last First Middle initial

Address: _____
Street City State ZIP

Home phone: _____ Cell phone: _____

E-mail address: _____ When can you begin work? _____

Have you applied for Financial Aid for the year of employment? Yes No

Are you eligible for Federal Work-Study? Yes No

Are you eligible for State Work-Study? Yes No

Have you ever worked for ENMU before? Yes No

If yes, provide job title, department and dates of employment:

Job title: _____ Department: _____ From: _____ To: _____

Are you currently working for ENMU? Yes No

If yes, provide job title, department and date hired:

Job title: _____ Department: _____ From: _____ To: _____

If yes, are you employed as a work study? Yes No

If yes, do you intend to transfer your awarded work study to this department? Yes No

Do you have any relatives who presently work at ENMU? Yes No

If yes, provide name(s) and relationship(s):

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Are you applying for a job that requires a driver's license? Yes No

If yes, complete:

License number: _____ Class: _____ State: _____

If hired, will you be able to present Human Resources with:

• Driver's license, government issued picture identification, or passport? Yes No

• Social Security Card (must be original) or birth certificate (must be original)? Yes No

Please check the shifts you are most interested in working.

Days (weekdays 8 a.m. to 5 p.m.) Evenings (weekdays 5 to 10 p.m.) Weekends (8 a.m. to 10 p.m.)

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Educational History

Name and Location of High School/College/University	Dates attended from/to		No. of credit hours completed	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	GPA	Type of degree earned	Curriculum major/minor
				<input type="checkbox"/> Yes <input type="checkbox"/> No			
				<input type="checkbox"/> Yes <input type="checkbox"/> No			
				<input type="checkbox"/> Yes <input type="checkbox"/> No			

Have you taken any courses or attended any seminars that may relate to the job for which you are applying?

Yes No If yes, please list:

Other Important Information

Specify below equipment or computer software (relevant to the position) you can use and years of experience in each category (i.e. personal computer, power tools, sewing machine, Adobe Software, etc.):

List professional/academic organizations, affiliations and/or honors:

Record of Employment (This section must be completed even if a resume is attached.)

Fill in completely—beginning with present or most recent position (Include military, volunteer work, etc.)

Name of present or last employer: _____

Employer address (city and state): _____

Business type: _____ Full-time (No. of hrs./week) : _____ Part-time (No. of hrs./week) : _____

Starting date: _____ Leaving date: _____ Starting pay: _____ Ending pay: _____

Name of supervisor: _____ Phone: _____ May we contact? Yes No

Second reference: _____ Phone: _____ May we contact? Yes No

Reason for leaving: _____

Description of work and responsibilities: _____



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Additional Information

Please give any additional information which may fully describe your qualifications, skills, experience, education, background and interests: _____

Applicant Certification

I certify that the information submitted in this application process is correct and complete to the best of my knowledge and belief. I understand that knowingly making a false statement or mission in this application may be sufficient cause for rejection of this application or dismissal after employment. I hereby authorize Eastern New Mexico University to inquire as to my record with any of my former employers or my present employer with no liability arising there from.

Student signature _____

Date _____