

PART-TIME EMPLOYMENT APPLICATION CAMPUS RECREATION-STUDENT UNION LOYOLA UNIVERSITY CHICAGO

Date: _____

PLEASE ANSWER ALL QUESTIONS COMPLETELY, TYPE OR PRINT CLEARLY

Your name: _____
First Last

_____ _____
Social Security Number Year in School

Local Mailing Address: _____
Address (include Apartment or Box Number)

City State Zip Code

Local Telephone Number: _____
Include Area Code

Email Address: _____

Permanent Mailing Address: _____
Address (include Apartment or Box Number)

City State Zip Code

Permanent Telephone No: _____
Include Area Code

Are you eligible for Work Study? _____ If yes, how much? _____

Emergency Contact: _____
Name and Phone Number

For which position are you applying?

Halas

Halas Service Associate: _____
**Work Study required*

Intramural Staff/Official: _____

Certified Lifeguard: _____

Group Fitness Instructor: _____

Swim Instructor: _____

BreakAway Instructor: _____

Fitness Trainer: _____

Weight Room Attendant: _____

Student Union

Union Service Associate: _____
**Work Study required*
**Applicants must have attended a minimum of 2 semesters*

Set-up Crew: _____

Halas and Student Union

Building Manager: _____
**Applicants must submit a resume & cover letter*
**Managers work in both Halas and Union*

STUDENT UNION POSITIONS WILL BE AVAILABLE AT THE WATER TOWER CAMPUS NEXT FALL. WILL YOU BE LIVING DOWN THERE? Yes _____ No _____

IF NO, WOULD YOU BE INTERESTED IN WORKING AT WTC? Yes _____ No _____

SKILLS AND CERTIFICATIONS

_____ List all current certifications with dates of expiration (i.e. CPR, First Aid, Lifeguarding, Umpiring, etc.), and any special skills.

EMPLOYMENT AND VOLUNTEER HISTORY

List the two most recent employment or volunteer positions you have held:

_____ Employer Company Name	_____ Mailing Address, City, State, Zip Code
_____ Name of Immediate Supervisor	_____ Phone Number, including Area Code
_____ to _____ Dates of Employment	_____ Reason for leaving this position

List the responsibilities and duties that you performed for this employer

_____ Employer Company Name	_____ Mailing Address, City, State, Zip Code
_____ Name of Immediate Supervisor	_____ Phone Number, including Area Code
_____ to _____ Dates of Employment	_____ Reason for leaving this position

List the responsibilities and duties that you performed for this employer

LIST TWO EMPLOYMENT REFERENCES (Do not use personal friends or family)

Reference 1: _____
Name Company and Telephone Number

Reference 2: _____
Name Company and Telephone Number

EDUCATION INFORMATION

List the education and/or training programs you have attended:

_____ Name of School	_____ Dates Attended	_____ Degree/diploma/certificate awarded
_____ Name of School	_____ Dates Attended	_____ Degree/diploma/certificate awarded

Have you ever been employed at Loyola? Yes _____ No _____

Are you currently employed at Loyola? Yes _____ No _____
If yes, list departments: _____

If hired, can you furnish proof of age and proof of U.S. citizenship, Resident Alien status, or work visa?

Yes _____ No _____

**PLEASE LIST YOUR CLASS NAMES AND REGULAR COMMITMENTS IN THE BOXES BELOW,
LEAVE BLANK THE TIMES YOU ARE AVAILABLE TO WORK.**

Name: _____

Phone Number: _____

Time	Monday	Tuesday	Wednesday	Thursday	Friday
6:00 a.m.					
6:30					
7:00					
7:30					
8:00					
8:30					
9:00					
9:30					
10:00					
10:30					
11:00					
11:30					
12:00 p.m.					
12:30					
1:00					
1:30					
2:00					
2:30					
3:00					
3:30					
4:00					
4:30					
5:00					
5:30					
6:00					
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7:00					
7:30					
8:00					
8:30					
9:00					
9:30					
10:00					
10:30					
11:00					
11:30					
12:00a.m.					
12:30					
1:00					
1:30					
2:00a.m.					

NOTE: Weekends will be a rotational shift system, and all staff will be assigned weekend shifts.

PLEASE ANSWER THE FOLLOWING QUESTIONS WITH A BRIEF, 25 WORD ANSWER

- A. Explain why you would like to work for the Department of Campus Recreation-Student Union. Also explain what you will bring to the department as an employee that will enhance the operations and support the current staff.

- B. What have you been involved in that has shown initiative and leadership skills?

- C. Why will you be an effective team member and colleague with the current staff of the Department of Campus Recreation-Student Union?

- D. As an individual, what do you consider to be your greatest strength and why is it a strength?

Please make sure you have filled out every question on all four pages of this form!

Please read carefully and sign below: I certify that the answers to all of the above questions are complete, and that any incorrect or incomplete information is cause for my immediate dismissal, if I am hired. I grant permission to Loyola University Chicago to investigate my references and authorize my references to provide any information that they may deem appropriate to Loyola University Chicago. Upon termination, I authorize the release of information regarding my employment by the university. I also understand that, should I be employed, employment with, and compensation from, Loyola University Chicago are not guaranteed for a specific time, that I am an at-will employee, and that my employment may be ended at any time by myself or Loyola University Chicago.

Applicant's Signature

Date

If mailing, send to:

Campus Recreation
Loyola University Chicago
6525 North Sheridan Road
Chicago, IL 60626

For more information call: 773-508-2602 or
773-508-8880

Loyola University Chicago is an Equal Opportunity, Affirmative Action Educator and Employer, with a commitment to provide individuals with equal employment opportunity without regard to race, color, sex, age, gender, or national origin. Qualified persons are not discriminated against on the basis of handicap.
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