



Application for ITS Student Employment

Name: _____

Date: _____

Student ID Number: _____

Major(s): _____

Current Address: _____

Minor(s): _____

Phone Number: _____

Classification: _____

Expected Graduation Date: _____

Email Address: _____

Position Applying For:

- SCC Customer Service Assistant (CSA)
- Lab Supervisor
- SCC Technician
- Help Desk Consultant
- Graduate Assistant
- Institutional Research–Systems Analyst

- AV Production Assistant
- Network Assistant
- Production House Assistant
- Receptionist
- Graphic Designer
- Programmer/Web Developer
- ITS User Services Technician

Requested hours (0 -20)? _____

Will you have a second job? Yes No

Work Study Eligible? Yes No

Are you able to lift a 20 to 30 lb box of paper?
 Yes No

Briefly state your reasons for seeking a position with ITS and why you believe you are qualified:

Employment Experience:

Employer: _____

Dates Employment: _____

Position/Job Duties: _____

Employment Experience continued:

Employer: _____

Dates Employment: _____

Position/Job Duties: _____

Additional Employment Skills:

References (faculty may be included, do not include relatives):

Name: _____

Business or Department: _____

Email: _____

Phone: _____

Name: _____

Business or Department: _____

Email: _____

Phone: _____

For each item below, circle your level of knowledge or skill with each application or product.

(Novice) ...1 - 2 - 3 - 4 - 5... (Expert)

Products for Windows-Based Computers

- Windows 7 1 - 2 - 3 - 4 - 5
- Microsoft Word '10 1 - 2 - 3 - 4 - 5
- Microsoft PowerPoint '10 1 - 2 - 3 - 4 - 5
- Microsoft Excel '10 1 - 2 - 3 - 4 - 5
- Microsoft Access '10 1 - 2 - 3 - 4 - 5
- Microsoft Outlook 1 - 2 - 3 - 4 - 5
- Mozilla Firefox 1 - 2 - 3 - 4 - 5
- Mozilla Thunderbird 1 - 2 - 3 - 4 - 5
- Internet Explorer 1 - 2 - 3 - 4 - 5

Other Products

- UNI Webmail 1 - 2 - 3 - 4 - 5
- eLearning 1 - 2 - 3 - 4 - 5
- Creating PDF files 1 - 2 - 3 - 4 - 5
- Adobe Creative Suite 1 - 2 - 3 - 4 - 5
- Scanner 1 - 2 - 3 - 4 - 5
- Laser Printers 1 - 2 - 3 - 4 - 5
- Filezilla 1 - 2 - 3 - 4 - 5

Technical Skills

- PC Trouble Shooting 1 - 2 - 3 - 4 - 5
- Network experience 1 - 2 - 3 - 4 - 5
- Database experience 1 - 2 - 3 - 4 - 5
- Imaging experience 1 - 2 - 3 - 4 - 5

Unlisted Products or other Computer Skills:

_____ 1 - 2 - 3 - 4 - 5
_____ 1 - 2 - 3 - 4 - 5

Return this form to ITTC 120: UNI is an Equal Opportunity Employer