



# FGCU ON-CAMPUS EMPLOYMENT APPLICATION

Name: \_\_\_\_\_

Address while school is in Session:

\_\_\_\_\_  
No. /Street City/State Zip

The best phone number to contact you: \_\_\_\_\_

Email Address: \_\_\_\_\_ Intended Major: \_\_\_\_\_

Year in College: \_\_\_ Freshman \_\_\_ Sophomore \_\_\_ Junior \_\_\_ Senior \_\_\_ Grad Student

Indicate with an "x" any skills or experience in the following:

<input type="checkbox"/> Answering Phones	<input type="checkbox"/> Bookkeeping	<input type="checkbox"/> Faxing	<input type="checkbox"/> Word Processing
<input type="checkbox"/> Computer	<input type="checkbox"/> Cash register/Money	<input type="checkbox"/> Researching	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Filing	<input type="checkbox"/> Copying	<input type="checkbox"/> Customer Service	<input type="checkbox"/> Other: _____

List computer applications/programs you are knowledgeable in:

\_\_\_\_\_

Interested in student employment for: \_\_\_ Fall \_\_\_ Spring \_\_\_ Summer

Availability to work by day of the week: (For example: 8am – 3pm)

Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_  
 Friday \_\_\_\_\_ Saturday \_\_\_\_\_ Sunday \_\_\_\_\_

Previous Employment: (Please list two of your most recent jobs, on or off campus)

1) \_\_\_\_\_  
 Company Name Your Title Supervisor Phone #

2) \_\_\_\_\_  
 Company Name Your Title Supervisor Phone #

May departments contact your previous employers to conduct reference checks? Yes \_\_\_ No \_\_\_

Provide any additional comments that you feel will help describe your qualifications:

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Reminder:** Career Services or Financial Aid does not "place" students into on campus jobs. It is the responsibility of the student to identify the positions he/she is interested in, and contact that department directly.

Job listings are available online at [www.collegecentral.com/fgcu](http://www.collegecentral.com/fgcu). You must create a profile in order to access the site. Choose "on-campus" as the location to filter when searching for an on-campus job.