

CREIGHTON UNIVERSITY STUDENT EMPLOYMENT APPLICATION

For Supervisors' use when hiring Creighton Students.

Do **not** forward to the Student Employment Office.

NAME: _____ NET ID: _____

(Last)

(First)

Local Address: _____ phone () _____

Permanent Address: _____ phone () _____

School enrolled in (circle one): Arts & Sciences COBA Pharmacy/HP Law Nursing Medicine
Dentistry Graduate School University College

Full time student? Yes _____ No _____ #hours currently enrolled: _____

Class standing: Freshman Sophomore Junior Senior Major: _____

POSITION APPLIED FOR: _____ DEPARTMENT _____

Available to work (circle all that apply) : Fall Semester Christmas Break Spring Semester Summer

Hours available to work this semester:

Mondays _____ Tuesdays _____ Wednesdays _____

Thursdays _____ Fridays _____ Saturdays _____

Sundays _____

Please comment regarding your availability to work over school breaks and holidays: _____

Office Skills:

type _____ wpm. Computer software programs you can use : _____

Other skills: _____

Machinery operated: _____

Work Experience:

Employer: _____ dates employed: _____

Job title and duties: _____

Employer: _____ dates employed: _____

Job title and duties: _____

Employer: _____ dates employed: _____

Job title and duties: _____

Students please note all new employees are required by law to complete the following:

- **Federal Employment Eligibility Verification form (I-9)**

Student employees must provide specific documents for witnessing by the supervisor. These documents include a valid photo ID and a document that proves you are eligible to work in the United States. Here are the most commonly acceptable documents –

original Social Security Card or Birth Certificate or US Passport.
(No photocopies or faxes please.)

To view the I-9 Employment eligibility verification form and a complete list of acceptable ID, go here: <http://www.uscis.gov/files/form/I-9.pdf>

International students must show Passport with US Visa, I-94 and I-20. Copies must be attached to I-9. International students must also obtain a letter from Creighton International Programs requesting a valid social security number from the US Social Security administration. Check with International Program for more instructions.

Student Applicant Signature _____ Date _____

Creighton University is an Equal Opportunity Employer